



Shelton City Council  
Meeting Agenda  
August 20, 2024 at 6:00 p.m.  
Civic Center & Virtual Platform

**A. Call to Order**

- Pledge of Allegiance
- Roll Call
- Late Changes to the Agenda

**B. Council Reports**

**C. Consent Agenda (Action)**

1. Vouchers numbered 111292 through 111313 and EFT payment numbers 554 through 566 in the total amount of \$99,408.24
2. Vouchers numbered 111333 through 111380 and EFT payment numbers 567 through 588 in the total amount of \$360,710.16
3. Payroll warrants numbered 3992 through 3993 and 13039 through 13143. Warrants 111314 through 111332 in the amount of \$537,359.94

**D. General Public Comment (3-minute time limit)**

The Council invites members of the public to provide comments on any City-related topic. To make comments in person, please sign in on the public comment sheet and keep an instruction card. If you would like to comment on an Action item, please write the agenda item number on the list. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial \*9 to use the "Raise Hand" feature. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, Staff will be directed to respond at an appropriate time.

**E. Presentations**

1. Forest Festival LTAC Report – Presented by Vice President Amy Cooper
2. Shelton-Mason County Chamber Q2 LTAC Report – Presented by President/CEO Deidre Peterson
3. June Financial Status Report

**F. Business Agenda (Study/No Action)**

1. Resolution No. 1343-0824 Acceptance of Systemic Pedestrian Improvement Projects Grant – Presented by Public Works Director Jay Harris
2. Resolution No. 1344-0824 Acceptance of Railway Crossing Removal Grant – Presented by Public Works Director Jay Harris

**G. Action Agenda (Action/Public Comment Taken)**

1. Civic Center Rotating Art Gallery – Presented by City Manager Mark Ziegler
2. Resolution No. 1342-0724 Contract Amendment No. 3 with Aspect Consulting for C Street Landfill Post-Construction Monitoring – Presented by Public Works Superintendent Brent Armstrong
3. Resolution No. 1345-0824 Contract with Flock Safety for Security Cameras – Presented by Police Captain Daniel Patton
4. Resolution No. 1346-0824 Use of PUD Poles for License Plate Recognition (LPR) Cameras – Presented by Police Captain Daniel Patton

**H. Administration Reports**

1. City Manager Report

**I. New Items for Discussion**

**J. Announcement of Next Meeting – September 3, 2024 at 6:00 p.m.**

**K. Adjourn**

**Special Note for Virtual Public Participation**

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: [donna.nault@sheltonwa.gov](mailto:donna.nault@sheltonwa.gov) (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City Council's webpage

Your comments will be relayed directly to the Council.





# 2024 Looking Ahead

(Items and dates are subject to change)

Tues. 8/27 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>Preliminary 2025 Budget Presentation</li> </ul>	Packet Items Due: 8/23 @ noon
Tues. 9/3 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>Resolution No. 1343-0824 Acceptance of Systemic Pedestrian Improvement Projects Grant</li> <li>Resolution No. 1344-0824 Acceptance of Railway Crossing Removal Grant</li> </ul> Presentations <ul style="list-style-type: none"> <li>MCHS Museum Q2 LTAC Report</li> <li>MCHS Museum Cruisin' Through Time Car Show LTAC Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Public Hearing Ordinance No. 2021-0824 Height Limit Removal</li> <li>Public Hearing Ordinance No. 2022-0824 Shopping Cart Regulations</li> <li>Resolution No. 1336-0624 Acceptance of Commerce Funds for Cross-town Trail Design</li> <li>Resolution No. 1338-0624 Acceptance of WSDOT SWCC Grant for Cross-town Trail Design</li> <li>On-Call Building Code Services</li> <li>Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award</li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 8/23 @ 5:00 p.m.
Tues. 9/10 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>2025 Capital Improvement Projects (CIP)</li> </ul>	Packet Items Due: 9/6 @ noon
Tues. 9/17 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 9/6 @ 5:00 p.m.
Tues. 9/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>Resolution No. 1336-0624 Acceptance of Commerce Funds for Cross-town Trail Design</li> </ul>	Packet Items Due: 9/6 @ 5:00 p.m.

		<ul style="list-style-type: none"> <li>Resolution No. 1338-0624 Acceptance of WSDOT SWCC Grant for Cross-town Trail Design</li> </ul> Presentations <ul style="list-style-type: none"> <li>July Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2021-0824 Height Limit Removal</li> <li>Ordinance No. 2022-0824 Shopping Cart Regulations</li> <li>On-Call Building Code Services</li> <li>Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	
Tues. 9/24 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 9/20 @ noon
Tues. 10/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li></li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 9/20 @ 5:00 p.m.
Tues. 10/8 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/4 @ noon
Tues. 10/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>August Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/4 @ 5:00 p.m.
Tues. 10/22 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/18 @ noon
Tues. 11/5 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li></li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/25 @ 5:00 p.m.
Tues. 11/12	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.			11/7 @ noon
Tues. 11/19 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• September Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 11/7 @ 5:00 p.m.

Other – TBD

- Resolution No. 1316-0124 ILA with Mason County for Reimbursable Work, Supplies and Services
- International Property Maintenance Code

## VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 111292 through number 111313 and EFT payment numbers 554 through 566 in the total amount of \$99,408.24 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 2nd of August, 2024.

  
Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Sharon Schirman

\_\_\_\_\_  
Councilmember George Blush

\_\_\_\_\_  
Councilmember Tom Gilmore

\_\_\_\_\_  
Councilmember Miguel Gutierrez

\_\_\_\_\_  
Councilmember Lyndsey Sapp

\_\_\_\_\_  
Councilmember Melissa Stearns



Shelton, WA

# Check Register

Packet: APPKT03221 - AUGUST 2, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
2901	ASPECT CONSULTING, LLC	08/01/2024	EFT	0.00	3,173.75	554
009351	DELAGE LANDEN FINANCIAL SVCS	08/01/2024	EFT	0.00	170.38	555
VEN02319	DENALI WATER SOLUTIONS LLC	08/01/2024	EFT	0.00	4,850.73	556
023078	FASTENAL COMPANY	08/01/2024	EFT	0.00	1,869.70	557
040960	GRAINGER	08/01/2024	EFT	0.00	317.05	558
VEN01230	L.N. CURTIS & SONS	08/01/2024	EFT	0.00	470.25	559
142952	NORTH CENTRAL LABORATORIES	08/01/2024	EFT	0.00	706.18	560
151000	P. U. D. # 3	08/01/2024	EFT	0.00	13,175.35	561
VEN02532	PROFAST SUPPLY INC	08/01/2024	EFT	0.00	58.41	562
168450	RH2 ENGINEERING INC	08/01/2024	EFT	0.00	3,832.11	563
189670	THE SHOPPER	08/01/2024	EFT	0.00	35.45	564
202392	VERIZON WIRELESS	08/01/2024	EFT	0.00	3,214.74	565
VEN02437	WALTER E NELSON CO OF WESTERN	08/01/2024	EFT	0.00	65.28	566
VEN01773	ALADDIN BAIL BONDS	08/02/2024	Regular	0.00	25,000.00	111292
002982	APP	08/02/2024	Regular	0.00	5,220.57	111293
VEN02593	ARROW CONSTRUCTION SUPPLY LLC	08/02/2024	Regular	0.00	2,376.74	111294
VEN01592	EDGAR JERONIMO PABLO	08/02/2024	Regular	0.00	280.00	111295
VEN01299	GRAY & OSBORNE	08/02/2024	Regular	0.00	19,909.96	111296
053992	HOOD CANAL COMMUNICATIONS	08/02/2024	Regular	0.00	5,169.63	111297
070966	JOHN HANCOCK LIFE INS CO	08/02/2024	Regular	0.00	1,286.98	111298
VEN02594	MARIELA MEDINA	08/02/2024	Regular	0.00	400.00	111299
144504	NSI LAB SOLUTIONS, INC	08/02/2024	Regular	0.00	176.00	111300
VEN02312	ODP BUSINESS SOLUTIONS LLC	08/02/2024	Regular	0.00	227.11	111301
VEN01351	OSCAR MATIAS PABLO	08/02/2024	Regular	0.00	140.00	111302
VEN01351	OSCAR MATIAS PABLO	08/02/2024	Regular	0.00	140.00	111303
VEN02070	PAPE MACHINERY	08/02/2024	Regular	0.00	103.93	111304
903584	RIGHT SYSTEMS	08/02/2024	Regular	0.00	3,369.56	111305
008948	SEATTLE DAILY JOURNAL OF COMM	08/02/2024	Regular	0.00	1,224.00	111306
VEN01315	SYN-TECH SYSTEMS, INC.	08/02/2024	Regular	0.00	598.40	111307
200235	TACOMA SCREW PRODUCTS INC	08/02/2024	Regular	0.00	522.37	111308
201300	TOZIER BROS INC.	08/02/2024	Regular	0.00	134.30	111309
201875	TYLER TECHNOLOGIES	08/02/2024	Regular	0.00	160.00	111310
202196	U.S. BANK	08/02/2024	Regular	0.00	700.00	111311
VEN02544	VESTIS GROUP INC	08/02/2024	Regular	0.00	42.93	111312
053987	WESTBAY NAPA AUTO PARTS	08/02/2024	Regular	0.00	286.38	111313

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	22	0.00	67,468.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	28	13	0.00	31,939.38
Virtual Payments	0	0	0.00	0.00
	65	35	0.00	99,408.24

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	99,408.24
			99,408.24 ✓



Shelton, WA

## Check Register

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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
2901	ASPECT CONSULTING, LLC	08/01/2024	EFT	0.00	3,173.75	554
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>569675</u>	Invoice	07/25/2024	"C" STREET LANDFILL CONSTRUCTION PLA	0.00	1,108.75	
<u>403-000-000-53780-4103</u>		SOLID WST - Prof Serv- "C	"C" St. Landfill	"C" STREET LANDFILL CON	1,108.75	
<u>570858</u>	Invoice	07/25/2024	"C" STREET LANDFILL CONSTRUCTION PLA	0.00	2,065.00	
<u>403-000-000-53780-4103</u>		SOLID WST - Prof Serv- "C	"C" St. Landfill	"C" STREET LANDFILL CON	2,065.00	
009351	DELAGE LANDEN FINANCIAL SVCS	08/01/2024	EFT	0.00	170.38	555
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>82880274</u>	Invoice	07/20/2024	CONTRACT# 500-50493254	0.00	170.38	
<u>401-250-000-59134-7001</u>		WAT DEBT - Long Term Le		CONTRACT# 500-5049325	170.38	
VENO2319	DENALI WATER SOLUTIONS LLC	08/01/2024	EFT	0.00	4,850.73	556
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV868026</u>	Invoice	07/25/2024	CUST#599121378 TRANSPORTATION	0.00	4,850.73	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		CUST#599121378 TRANSP	4,850.73	
023078	FASTENAL COMPANY	08/01/2024	EFT	0.00	1,869.70	557
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM220917</u>	Invoice	02/15/2024	CUST#WATUM1962 MISC SUPPLIES	0.00	422.87	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#WATUM1962 MISC	422.87	
<u>WATUM225967</u>	Invoice	07/22/2024	CUST#WATUM1962 MISC SUPPLIES	0.00	979.96	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#WATUM1962 MISC	979.96	
<u>WATUM226199</u>	Invoice	07/25/2024	CUST#WATUM1962 GLVS,BTRY,MRKS,TTR	0.00	337.67	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#WATUM1962 GLVS,	337.67	
<u>WATUM226265</u>	Invoice	07/25/2024	CUST WATUM1961 GLVS, EYEWR, EAR PL	0.00	129.20	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST WATUM1961 GLVS, E	129.20	
040960	GRAINGER	08/01/2024	EFT	0.00	317.05	558
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9183839746</u>	Invoice	07/16/2024	ACCT#839177342 HAND HELD LEAK DETE	0.00	317.05	
<u>503-000-000-54865-3100</u>		EMR - Office and Operati		ACCT#839177342 HAND H	317.05	
VENO1230	L.N. CURTIS & SONS	08/01/2024	EFT	0.00	470.25	559
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV846161</u>	Invoice	07/18/2024	CUST#C5463 UNIFORM/JERAMY GREEN	0.00	470.25	
<u>001-118-000-52122-3101</u>		PD PAT - Uniforms		CUST#C5463 UNIFORM/JE	470.25	
142952	NORTH CENTRAL LABORATORIES	08/01/2024	EFT	0.00	706.18	560
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>506252</u>	Invoice	07/11/2024	ACCT#42215 SUPPLIES	0.00	607.44	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		ACCT#42215 SUPPLIES	607.44	
<u>506584</u>	Invoice	07/18/2024	ACCT#42215 28 ML SILVER SATURATED	0.00	98.74	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		ACCT#42215 28 ML SILVER	98.74	

## Check Register

Packet: APPKT03221-AUGUST 2, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
151000	P. U. D. # 3	08/01/2024	EFT	0.00	13,175.35	561
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>101002JULY2024</u>	Invoice	07/22/2024	101002JULY2024		0.00	95.55
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		101002JULY2024		95.55
<u>101097001JULY2</u>	Invoice	07/17/2024	101097001JULY2024		0.00	89.15
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		101097001JULY2024		89.15
<u>101149001JULY2</u>	Invoice	07/22/2024	101149001JULY2024		0.00	65.82
<u>401-000-000-53480-4700</u>		WAT - Utility Services		101149001JULY2024		65.82
<u>101155001JULY2</u>	Invoice	07/17/2024	101155001JULY2024		0.00	6,767.59
<u>401-000-000-53480-4700</u>		WAT - Utility Services		101155001JULY2024		6,767.59
<u>109397001JULY2</u>	Invoice	07/17/2024	109397001JULY2024		0.00	93.46
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		109397001JULY2024		93.46
<u>109413001JULY2</u>	Invoice	07/17/2024	109413001JULY2024		0.00	68.41
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		109413001JULY2024		68.41
<u>109441001JULY2</u>	Invoice	07/24/2024	109441001JULY2024		0.00	80.04
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		109441001JULY2024		80.04
<u>252689001JULY2</u>	Invoice	07/22/2024	252689001JULY2024		0.00	5,614.40
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		252689001JULY2024		5,614.40
<u>25911001JULY20</u>	Invoice	07/17/2024	25911001JULY2024		0.00	119.94
<u>401-000-000-53480-4700</u>		WAT - Utility Services		25911001JULY2024		119.94
<u>25913001JULY20</u>	Invoice	07/17/2024	25913001JULY2024		0.00	94.75
<u>401-000-000-53480-4700</u>		WAT - Utility Services		25913001JULY2024		94.75
<u>26197001JULY20</u>	Invoice	07/17/2024	26197001JULY2024		0.00	86.24
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service		26197001JULY2024		86.24
VEN02532	PROFAST SUPPLY INC	08/01/2024	EFT	0.00	58.41	562
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>58218</u>	Invoice	07/26/2024	24" BLACK BROOM ASSEMBLY/HEAD		0.00	58.41
<u>503-000-000-54865-3100</u>		EMR - Office and Operati		24" BLACK BROOM ASSEM		58.41
168450	RH2 ENGINEERING INC	08/01/2024	EFT	0.00	3,832.11	563
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>96916</u>	Invoice	07/17/2024	SRTS CROSSWALK IMPROVEMENTS		0.00	3,832.11
<u>302-000-000-59561-6300</u>		CAP IMP - SIDEWALKS-Co	22-SAFERTE2SCHOOL	SRTS CROSSWALK IMPRO		3,832.11
189670	THE SHOPPER	08/01/2024	EFT	0.00	35.45	564
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>62188</u>	Invoice	07/25/2024	2024 WATER QUALITY REPORT		0.00	35.45
<u>401-000-000-53480-4100</u>		WAT - Professional Servic		2024 WATER QUALITY REP		35.45
202392	VERIZON WIRELESS	08/01/2024	EFT	0.00	3,214.74	565



## Check Register

Packet: APPKT03221-AUGUST 2, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9969576381	Invoice	07/20/2024	ACCT# 972465947-00001		0.00	3,214.74
001-115-000-51895-4200		PW ADM - Communicatio		ACCT# 972465947-00001		337.84
001-118-000-52122-4200		PD PAT - Communication		ACCT# 972465947-00001		1,718.16
001-130-000-51810-4200		HR - Communication		ACCT# 972465947-00001		42.23
001-132-000-51888-4200		IT - Communication		ACCT# 972465947-00001		82.24
001-140-000-52460-4200		CD CODE - Communicatio		ACCT# 972465947-00001		42.23
001-140-000-55850-4200		CD BLDG - Communicatio		ACCT# 972465947-00001		131.14
001-140-000-55860-4200		CD PLAN - Communicatio		ACCT# 972465947-00001		40.01
001-141-000-57680-4200		PARKS - Communication		ACCT# 972465947-00001		42.23
101-000-000-54264-4200		ST TR CTL - Communicati		ACCT# 972465947-00001		42.23
401-000-000-53480-4200		WAT - Communication		ACCT# 972465947-00001		253.68
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 972465947-00001		280.48
404-000-000-53180-4200		STRM - Communication		ACCT# 972465947-00001		160.04
503-000-000-54865-4200		EMR - Communication		ACCT# 972465947-00001		42.23
VEN02437	WALTER E NELSON CO OF WESTERN	08/01/2024	EFT	0.00	65.28	566
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
977555	Invoice	03/22/2024	CUST#12400 TOWEL DISPENSER -RTND	0.00	65.28	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST#12400 TOWEL DISPE		65.28
VEN01773	ALADDIN BAIL BONDS	08/02/2024	Regular	0.00	25,000.00	111292
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BAILREFUNDJULY	Invoice	07/30/2024	BAILREFUNDJULY 2024/4A0023188	0.00	25,000.00	
657-000-000-58600-0010		Municipal Court Trust		BAILREFUNDJULY 2024/4A		25,000.00
002982	APP	08/02/2024	Regular	0.00	5,220.57	111293
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24-143657	Invoice	07/22/2024	ACCT#AP7500158	0.00	5,220.57	
503-250-000-58900-0001		EMR - Inventory-Gas		ACCT#AP7500158		5,220.57
VEN02593	ARROW CONSTRUCTION SUPPLY LLC	08/02/2024	Regular	0.00	2,376.74	111294
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13531	Invoice	07/18/2024	CRAFCO ROADSAVER LOW TACK	0.00	2,376.74	
101-000-000-54230-3100		ST RD WAY - Office and O		CRAFCO ROADSAVER LOW		2,376.74
VEN01592	EDGAR JERONIMO PABLO	08/02/2024	Regular	0.00	280.00	111295
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
679	Invoice	07/30/2024	MAM INTERPRETATION0604,07022024	0.00	280.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		MAM INTERPRETATION06		280.00
VEN01299	GRAY & OSBORNE	08/02/2024	Regular	0.00	19,909.96	111296
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1JULY24	Invoice	07/18/2024	LEAD WATER SERVICE LINE INVENTORY AS	0.00	836.48	
401-000-000-53480-4100		WAT - Professional Servic		LEAD WATER SERVICE LINE		836.48
37JULY24	Invoice	07/18/2024	SATELLITE WWTP RECLAIMED TANK DESIG	0.00	13,484.84	
412-000-000-59435-4101		SEW CAP - Pro Svcs-Desig	18-RECLMTANK	SATELLITE WWTP RECLAIM		13,484.84
3JULY24	Invoice	07/18/2024	AMI BID DOC COMPLETION	0.00	606.60	
411-000-000-59434-4101		WAT CAP - Exp-Prof Svcs-	21-AMR	AMI BID DOC COMPLETIO		303.30
412-000-000-59435-4101		SEW CAP - Pro Svcs-Desig	21-AMR	AMI BID DOC COMPLETIO		303.30
42JULY24	Invoice	07/18/2024	WELL 1 REHAB/PIPELINE PZ DESIGN SERVI	0.00	4,982.04	
411-000-000-59434-6300		WAT CAP - Construction	18-WELL1REHAB	WELL 1 REHAB/PIPELINE P		4,982.04

## Check Register

Packet: APPKT03221-AUGUST 2, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
053992	HOOD CANAL COMMUNICATIONS	08/02/2024	Regular	0.00	5,169.63	111297
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>10960297</u>	Invoice	08/01/2024	ACCT# 00017664-7 AUGUST 2024	0.00	4,088.30	
<u>001-132-000-51888-4200</u>		IT - Communication		ACCT# 00017664-7 AUGU	252.80	
<u>001-132-000-51888-4801</u>		IT - Repairs and Maintena		ACCT# 00017664-7 AUGU	405.50	
<u>401-000-000-53480-4201</u>		WAT - Communication - S		ACCT# 00017664-7 AUGU	1,575.00	
<u>402-400-000-53580-4200</u>		SEW SV MN - Communica		ACCT# 00017664-7 AUGU	1,855.00	
<u>10965447</u>	Invoice	08/01/2024	ACCT# 00003840-2 AUGUST 2024	0.00	1,081.33	
<u>001-119-000-52250-4200</u>		FIRE FACIL - Communicati		ACCT# 00003840-2 AUGUS	101.28	
<u>001-120-000-51310-4200</u>		C MGR - Communication		ACCT# 00003840-2 AUGUS	0.12	
<u>001-130-000-51810-4200</u>		HR - Communication		ACCT# 00003840-2 AUGUS	40.65	
<u>001-140-000-55430-4200</u>		CD AN CTRL - Communica		ACCT# 00003840-2 AUGUS	32.17	
<u>001-142-000-51890-4215</u>		FACIL CIVIC - Communica		ACCT# 00003840-2 AUGUS	805.59	
<u>401-000-000-53480-4201</u>		WAT - Communication - S		ACCT# 00003840-2 AUGUS	101.40	
<u>402-400-000-53580-4200</u>		SEW SV MN - Communica		ACCT# 00003840-2 AUGUS	0.12	
070966	JOHN HANCOCK LIFE INS CO	08/02/2024	Regular	0.00	1,286.98	111298
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4005271986</u>	Invoice	07/29/2024	GROUP #03080 DOBIE,HAEFLIGER,LONGA	0.00	1,286.98	
<u>502-000-000-51725-2032</u>		PR BEN - Ins-LongTrmCar		GROUP #03080 DOBIE,HA	363.01	
<u>611-000-000-51725-2032</u>		FF PEN - Ins-LongTrmCare		GROUP #03080 DOBIE,HA	923.97	
VEN02594	MARIELA MEDINA	08/02/2024	Regular	0.00	400.00	111299
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DAMAGEDDEPOSIT</u>	Invoice	07/29/2024	DAMAGEDDEPOSITREFUNJULY2024	0.00	400.00	
<u>657-000-000-386000002</u>		Community Cntr Damage		DAMAGEDDEPOSITREFUNJU	400.00	
144504	NSI LAB SOLUTIONS, INC	08/02/2024	Regular	0.00	176.00	111300
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>438078</u>	Invoice	07/17/2024	CUST#21545 SAMPLE TESTS	0.00	176.00	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		CUST#21545 SAMPLE TEST	176.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	08/02/2024	Regular	0.00	227.11	111301
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>374280307001</u>	Invoice	07/17/2024	ACCT#28972108 MISC OFFICE SUPPLIES	0.00	72.41	
<u>001-115-000-51895-3100</u>		PW ADM - Office and Ope		ACCT#28972108 MISC OFF	72.41	
<u>374298688001</u>	Invoice	07/17/2024	ACCT# 328733 GLASS CLEANER	0.00	17.40	
<u>001-115-000-51895-3100</u>		PW ADM - Office and Ope		ACCT# 328733 GLASS CLEA	17.40	
<u>376889832001</u>	Invoice	07/18/2024	ACCT#28972108 OFFICE SUPPLIES	0.00	137.30	
<u>001-111-000-51421-3100</u>		FIN UB - Office and Opera		ACCT#28972108 OFFICE S	17.40	
<u>001-111-000-51423-3100</u>		FIN AC - Office and Opera		ACCT#28972108 OFFICE S	119.90	
VEN01351	OSCAR MATIAS PABLO	08/02/2024	Regular	0.00	140.00	111302
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INTERPRETATION</u>	Invoice	07/25/2024	INTERPRETATION 07242024	0.00	140.00	
<u>001-112-000-51251-4106</u>		MUNI CT - Interpreter Ex		INTERPRETATION 0724202	140.00	
VEN01351	OSCAR MATIAS PABLO	08/02/2024	Regular	0.00	140.00	111303
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INTERPRETATION</u>	Invoice	07/25/2024	INTERPRETATION 07222024	0.00	140.00	
<u>001-112-000-51251-4106</u>		MUNI CT - Interpreter Ex		INTERPRETATION 0722202	140.00	
VEN02070	PAPE MACHINERY	08/02/2024	Regular	0.00	103.93	111304

## Check Register

Packet: APPKT03221-AUGUST 2, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>15453852</u>	Invoice	07/19/2024	CUST#6128936 IGNITION B/O FILL 15453	0.00	103.93	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST#6128936 IGNITION	103.93	
903584	RIGHT SYSTEMS	08/02/2024	Regular	0.00	3,369.56	111305
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>SI-18755Z</u>	Invoice	07/19/2024	CUST#COS006 MSFT MONTHLY BILL	0.00	3,369.56	
<u>001-132-000-51888-4100</u>		IT - Data Processing-Prof		CUST#COS006 MSFT MON	3,369.56	
008948	SEATTLE DAILY JOURNAL OF COMM	08/02/2024	Regular	0.00	1,224.00	111306
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>3401543</u>	Invoice	07/24/2024	ACCT#3028 WATER METER UPGRADES	0.00	1,224.00	
<u>411-000-000-59434-6300</u>		WAT CAP - Construction	21-AMR	ACCT#3028 WATER METER	612.00	
<u>412-000-000-59435-6300</u>		SEW CAP - Construction	21-AMR	ACCT#3028 WATER METER	612.00	
VEN01315	SYN-TECH SYSTEMS, INC.	08/02/2024	Regular	0.00	598.40	111307
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>298501</u>	Invoice	07/19/2024	FUELMASTER LIMITED MAINTENANCE 9/2	0.00	598.40	
<u>503-000-000-54865-4101</u>		EMR - Professional Serv		FUELMASTER LIMITED MAI	598.40	
200235	TACOMA SCREW PRODUCTS INC	08/02/2024	Regular	0.00	522.37	111308
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>170113155-00</u>	Invoice	07/24/2024	ACCT#103300 NUTS, BITS, SCREWS, ANCH	0.00	248.45	
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and		ACCT#103300 NUTS, BITS,	248.45	
<u>170113284-00</u>	Invoice	07/25/2024	CUST#103300 MISC PARTS, SUPPLIES	0.00	273.92	
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and		CUST#103300 MISC PARTS	273.92	
201300	TOZIER BROS INC.	08/02/2024	Regular	0.00	134.30	111309
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>471103</u>	Invoice	07/22/2024	CUST#20090 PIPE CUTTER, COPPER CAP	0.00	26.08	
<u>503-000-000-54865-3100</u>		EMR - Office and Operati		CUST#20090 PIPE CUTTER,	26.08	
<u>471135</u>	Invoice	07/24/2024	CUST#20090 NUTS AND BOLTS	0.00	7.35	
<u>001-141-000-57680-3100</u>		PARKS - Office and Opera		CUST#20090 NUTS AND B	7.35	
<u>471152</u>	Invoice	07/24/2024	CUST#20090 FLEXZILLA SWVL HOSE 5/8X	0.00	70.71	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST#20090 FLEXZILLA S	70.71	
<u>471167</u>	Invoice	07/25/2024	CUST#20090 NUTS AND BOLTS	0.00	30.16	
<u>001-118-000-52122-3100</u>		PD PAT - Office and Opera		CUST#20090 NUTS AND B	30.16	
201875	TYLER TECHNOLOGIES	08/02/2024	Regular	0.00	160.00	111310
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>025-473358</u>	Invoice	08/01/2024	CUST#48155 UTILITY BILL MONTH BILL 8/	0.00	160.00	
<u>001-111-000-51421-4100</u>		FIN UB - Professional Serv		CUST#48155 UTILITY BILL	160.00	
202196	U.S. BANK	08/02/2024	Regular	0.00	700.00	111311
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>7415890</u>	Invoice	07/25/2024	ACCT#SHELTONGOR20 LMTDTX GEN OBLG	0.00	350.00	
<u>001-111-000-51423-4102</u>		FIN AC - Prof Services-Ba		ACCT#SHELTONGOR20 LMT	350.00	
<u>7415891</u>	Invoice	07/25/2024	ACCT#SHEWATREF13 WTR&SWR REV/RF	0.00	350.00	
<u>001-111-000-51423-4102</u>		FIN AC - Prof Services-Ba		ACCT#SHEWATREF13 WTR	350.00	
VEN02544	VESTIS GROUP INC	08/02/2024	Regular	0.00	42.93	111312

## Check Register

Packet: APPKT03221-AUGUST 2, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>5120507695</u>	Invoice	07/24/2024	CUST#792105972	COVERALLS, TOWEL, M	0.00	42.93
<u>401-000-000-53480-4900</u>		WAT - Miscellaneous		CUST#792105972 COVERA		42.93
053987	WESTBAY NAPA AUTO PARTS	08/02/2024	Regular	0.00	286.38	111313
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>093086</u>	Invoice	07/23/2024	ACCT#4296	SNAP RING PLIERS	0.00	81.66
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and		ACCT#4296 SNAP RING PLI		81.66
<u>093198</u>	Invoice	07/24/2024	ACCT#4296	8IN DR RATCHETS	0.00	142.77
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and		ACCT#4296 8IN DR RATCH		142.77
<u>093315</u>	Invoice	07/24/2024	ACCT#4296	FLAP DISCS	0.00	19.36
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and		ACCT#4296 FLAP DISCS		19.36
<u>093883</u>	Invoice	07/29/2024	ACCT#4296	HVAC DOOR ACTUATOR/1993	0.00	38.39
<u>503-000-000-54865-3104</u>		EMR - Oper Supp-Parts-E		ACCT#4296 HVAC DOOR A		38.39
<u>093923</u>	Invoice	07/29/2024	ACCT#4296	AIR/HEAT DOOR ACTUAT/199	0.00	4.20
<u>503-000-000-54865-3104</u>		EMR - Oper Supp-Parts-E		ACCT#4296 AIR/HEAT DOO		4.20

## Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	22	0.00	67,468.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	28	13	0.00	31,939.38
Virtual Payments	0	0	0.00	0.00
	65	35	0.00	99,408.24

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	99,408.24
			99,408.24

## VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 111333 through number 111380 and EFT payment numbers 567 through 588 in the total amount of \$360,710.16 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 9th of August, 2024.

  
Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Sharon Schirman

\_\_\_\_\_  
Councilmember George Blush

\_\_\_\_\_  
Councilmember Tom Gilmore

\_\_\_\_\_  
Councilmember Miguel Gutierrez

\_\_\_\_\_  
Councilmember Lyndsey Sapp

\_\_\_\_\_  
Councilmember Melissa Stearns



Shelton, WA

# Check Register

Packet: APPKT03229 - AUGUST 9, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
003655	BATTERIES PLUS	08/09/2024	EFT	0.00	127.36	567
005900	CAPITAL BUSINESS MACHINES	08/09/2024	EFT	0.00	1,034.11	568
	**Void**	08/09/2024	EFT	0.00	0.00	569
008450	COMMUNITY ACTION COUNCIL	08/09/2024	EFT	0.00	52.38	570
VEN02319	DENALI WATER SOLUTIONS LLC	08/09/2024	EFT	0.00	14,459.93	571
023078	FASTENAL COMPANY	08/09/2024	EFT	0.00	999.75	572
VEN01406	FERGUSON WATERWORKS	08/09/2024	EFT	0.00	1,398.60	573
040960	GRAINGER	08/09/2024	EFT	0.00	62.22	574
044700	GUARDIAN SECURITY SYSTEM	08/09/2024	EFT	0.00	62.29	575
VEN02140	HAGGARD & GANSON LLP	08/09/2024	EFT	0.00	1,815.00	576
VEN02494	HD SUPPLY, INC	08/09/2024	EFT	0.00	152.49	577
VEN02524	MATRIX IMAGING SOLUTIONS LLC	08/09/2024	EFT	0.00	2,957.11	578
129030	MILES SAND & GRAVEL CO.	08/09/2024	EFT	0.00	266.22	579
VEN02489	MOTORS & CONTROLS CORP	08/09/2024	EFT	0.00	4,244.48	580
132235	MOUNTAIN MIST WATER	08/09/2024	EFT	0.00	217.39	581
VEN02141	NORTHWEST CASCADE, INC.	08/09/2024	EFT	0.00	141.00	582
VEN01558	NORTHWEST CUSTOM TEES	08/09/2024	EFT	0.00	372.64	583
172008	ROGNLIN'S, INC.	08/09/2024	EFT	0.00	23,413.50	584
VEN01972	THOMAS A FURRER	08/09/2024	EFT	0.00	1,599.07	585
VEN02458	THOMAS GARVEY	08/09/2024	EFT	0.00	850.00	586
201148	TMG SERVICES, INC.	08/09/2024	EFT	0.00	2,348.76	587
202392	VERIZON WIRELESS	08/09/2024	EFT	0.00	1,053.36	588
000050	AAA SEPTIC LLC	08/09/2024	Regular	0.00	100.00	111333
001008	ADVANCE GLASS	08/09/2024	Regular	0.00	54.45	111334
VEN01393	APGN INC.	08/09/2024	Regular	0.00	24,488.70	111335
002982	APP	08/09/2024	Regular	0.00	3,602.78	111336
VEN02340	BLT SHELTON PONY, LLC	08/09/2024	Regular	0.00	1,455.54	111337
098000	BUILDERS FIRSTSOURCE	08/09/2024	Regular	0.00	90.92	111338
VEN01675	CAPTUREPOINT	08/09/2024	Regular	0.00	5,755.82	111339
VEN02063	CARL TANNE	08/09/2024	Regular	0.00	450.00	111340
VEN01261	CASCADE MACHINERY & ELECTRIC, I	08/09/2024	Regular	0.00	368.75	111341
108679	CENTRAL MASON FIRE AND EMS	08/09/2024	Regular	0.00	187,558.30	111342
VEN01592	EDGAR JERONIMO PABLO	08/09/2024	Regular	0.00	700.00	111343
159001	FERGUSON ENTERPRISES LLC #3325	08/09/2024	Regular	0.00	236.42	111344
VEN02460	FIRST CITIZENS BANK & TRUST CO	08/09/2024	Regular	0.00	548.87	111345
080980	GILLIARDI LOGGING & CONSTRUCTI	08/09/2024	Regular	0.00	50.99	111346
VEN02505	GUNDERSON LAW OFFICE, PLLC	08/09/2024	Regular	0.00	10,000.00	111347
045150	HACH COMPANY	08/09/2024	Regular	0.00	482.64	111348
VEN02487	INSLEE, BEST , DOEZIE & RYDER, P.S.	08/09/2024	Regular	0.00	914.50	111349
064940	J & I POWER EQUIPMENT INC	08/09/2024	Regular	0.00	62.57	111350
091340	LEW RENTS WEST	08/09/2024	Regular	0.00	1,048.11	111351
109750	MASON COUNTY DISTRICT COURT	08/09/2024	Regular	0.00	1,000.00	111352
108850	MASON COUNTY GARBAGE CO.-A W	08/09/2024	Regular	0.00	4,568.08	111353
114420	MASON TRANSIT AUTHORITY	08/09/2024	Regular	0.00	710.00	111354
VEN02466	METTLER-TOLEDO INTERNATIONAL	08/09/2024	Regular	0.00	1,065.70	111355
VEN02419	NORTHWEST RESOURCES II, INC	08/09/2024	Regular	0.00	209.58	111356
149070	OLYMPIC REGION CLEAN AIR AGENC	08/09/2024	Regular	0.00	314.00	111357
155350	PAINT CRAFTERS PLUS, INC	08/09/2024	Regular	0.00	5,440.00	111358
114040	PETTYJOHN ENTERPRISES, LLC	08/09/2024	Regular	0.00	150.00	111359
VEN02353	POMP'S TIRE SERVICE INC	08/09/2024	Regular	0.00	1,540.53	111360
162562	PUBLIC SAFETY TESTING INC.	08/09/2024	Regular	0.00	432.00	111361
VEN02498	RHIZORS PAINTING LLC	08/09/2024	Regular	0.00	9,769.98	111362
903584	RIGHT SYSTEMS	08/09/2024	Regular	0.00	12,281.74	111363
178231	SEAN CARNEY	08/09/2024	Regular	0.00	120.00	111364

Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
187505	SHELTON SCHOOL DISTRICT	08/09/2024	Regular	0.00	90.00	111365
188025	SHELTON VETERINARY HOSPITAL	08/09/2024	Regular	0.00	151.60	111366
178252	TASCHNER LAW, PLLC	08/09/2024	Regular	0.00	14,440.00	111367
VEN02199	TERMINIX PROCESSING CENTER	08/09/2024	Regular	0.00	1,834.00	111368
VEN01290	THE PLANT PLACE	08/09/2024	Regular	0.00	575.93	111369
201300	TOZIER BROS INC.	08/09/2024	Regular	0.00	123.18	111370
201957	ULINE	08/09/2024	Regular	0.00	178.16	111371
VEN01846	USSSA WASHINGTON STATE	08/09/2024	Regular	0.00	720.00	111372
202340	UTILITIES UNDERGROUND LOCATIO	08/09/2024	Regular	0.00	174.24	111373
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	08/09/2024	Regular	0.00	3,401.17	111374
VEN02544	VESTIS GROUP INC	08/09/2024	Regular	0.00	135.95	111375
VEN02287	WARRIOR WOMAN LAW PLLC	08/09/2024	Regular	0.00	1,533.75	111376
203030	WASHINGTON STATE PATROL	08/09/2024	Regular	0.00	26.50	111377
203780	WATER MGMNT LABORATORIES INC	08/09/2024	Regular	0.00	3,659.00	111378
053987	WESTBAY NAPA AUTO PARTS	08/09/2024	Regular	0.00	406.96	111379
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	08/09/2024	Regular	0.00	61.09	111380

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	48	0.00	303,082.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	36	22	0.00	57,627.66
Virtual Payments	0	0	0.00	0.00
	<b>148</b>	<b>70</b>	<b>0.00</b>	<b>360,710.16</b>



Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	360,710.16
			<u>360,710.16</u>



Shelton, WA

# Check Register

Packet: APPKT03229 - AUGUST 9, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
003655	BATTERIES PLUS	08/09/2024	EFT	0.00	127.36	567
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">P74365901-01</a>	Invoice	08/01/2024	CUST#3604325193		127.36	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		CUST#3604325193	127.36	
005900	CAPITAL BUSINESS MACHINES	08/09/2024	EFT	0.00	1,034.11	568
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV220343</a>	Invoice	08/06/2024	CONTRACT#CN3230-01		385.60	
<a href="#">001-111-000-51423-4500</a>		FIN AC - Operating Rental		CONTRACT#CN3230-01	231.36	
<a href="#">001-130-000-51810-4500</a>		HR - Operating Rentals		CONTRACT#CN3230-01	154.24	
<a href="#">INV220344</a>	Invoice	08/07/2024	CBM CONTRACT #CN3370-01		453.11	
<a href="#">001-110-000-51160-4500</a>		COUNCIL - Operating Ren		CONTRACT#CN3370-01	111.92	
<a href="#">001-111-000-51421-4500</a>		FIN UB - Operating Rental		CONTRACT#CN3370-01	4.26	
<a href="#">001-111-000-51423-4500</a>		FIN AC - Operating Rental		CONTRACT#CN3370-01	15.86	
<a href="#">001-115-000-51896-4500</a>		PW ENG - Operating Rent		CONTRACT#CN3370-01	151.57	
<a href="#">001-120-000-51310-4500</a>		C MGR - Operating Rental		CONTRACT#CN3370-01	5.12	
<a href="#">001-121-000-51430-4500</a>		CLK REC - Operating Rent		CONTRACT#CN3370-01	1.27	
<a href="#">001-130-000-51810-4500</a>		HR - Operating Rentals		CONTRACT#CN3370-01	0.41	
<a href="#">001-132-000-51888-4500</a>		IT - Operating Rentals		CONTRACT#CN3370-01	18.12	
<a href="#">001-140-000-55860-4500</a>		CD PLAN - Operating Rent		CONTRACT#CN3370-01	116.68	
<a href="#">001-141-000-57680-4500</a>		PARKS - Operating Rental		CONTRACT#CN3370-01	12.59	
<a href="#">001-142-000-51830-4500</a>		FACIL - Operating Rental		CONTRACT#CN3370-01	14.77	
<a href="#">001-143-000-57320-4500</a>		COM CTR ARTS - Operatin		CONTRACT#CN3370-01	0.54	
<a href="#">INV220345</a>	Invoice	08/06/2024	CONTRACT#CN3227-01		38.12	
<a href="#">401-000-000-53480-4501</a>		WAT - Operating Rentals -		CONTRACT#CN3227-01	38.12	
<a href="#">INV220346</a>	Invoice	08/06/2024	CONTRACT#CN33664-01		46.29	
<a href="#">401-000-000-53480-4501</a>		WAT - Operating Rentals -		CONTRACT#CN33664-01	46.29	
<a href="#">INV220347</a>	Invoice	08/06/2024	CONTRACT#CN1866-01		110.99	
<a href="#">402-400-000-53580-4500</a>		SEW SV MN - Operating R		CONTRACT#CN1866-01	110.99	
	**Void**	08/09/2024	EFT	0.00	0.00	569
008450	COMMUNITY ACTION COUNCIL	08/09/2024	EFT	0.00	52.38	570
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JULY/2024</a>	Invoice	08/06/2024	JULY 2024 SOS		52.38	
<a href="#">657-000-000-58600-0014</a>		SOS Contributions		JULY 2024 SOS	52.38	
VEN02319	DENALI WATER SOLUTIONS LLC	08/09/2024	EFT	0.00	14,459.93	571
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV871068</a>	Invoice	08/02/2024	CUST#599121378 TRANSPORTATION		14,459.93	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		CUST#599121378 TRANSP	14,459.93	
023078	FASTENAL COMPANY	08/09/2024	EFT	0.00	999.75	572
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">WATUM226398</a>	Invoice	07/30/2024	CUST#WATUM1961 SAFETY VEST		303.36	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#WATUM1961 SAFET	303.36	
<a href="#">WATUM226443</a>	Invoice	07/31/2024	CUST#WATUM1961 GLOVES,CLEANER		118.16	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#WATUM1961 GLOVE	118.16	

## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">WATUM226457</a>	Invoice	07/31/2024	CUST#WATUM1991 MISC SUPPLIES	0.00	196.88	
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera	CUST#WATUM1991 MISC		196.88	
<a href="#">WATUM226458</a>	Invoice	07/31/2024	CUST#WATUM1962 MISC SUPPLIES	0.00	381.35	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and	CUST#WATUM1962 MISC		381.35	
VEN01406	FERGUSON WATERWORKS	08/09/2024	EFT	0.00	1,398.60	573
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">0046064</a>	Invoice	07/25/2024	CUST#2543 COUP RANGER X RANGER	0.00	1,398.60	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#2543 COUP RANGER	1,398.60	
040960	GRAINGER	08/09/2024	EFT	0.00	62.22	574
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">9190642158</a>	Invoice	07/22/2024	ACCT#839177342 3 BOLT FLNG BRG	0.00	62.22	
<a href="#">401-000-000-53480-3101</a>		WAT - Office & Operating		ACCT#839177342 3 BOLT F	62.22	
044700	GUARDIAN SECURITY SYSTEM	08/09/2024	EFT	0.00	62.29	575
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">1515771</a>	Invoice	08/01/2024	CUST#313901 FIRE SYSTEM LIBRARY	0.00	62.29	
<a href="#">001-142-000-57250-4100</a>		FACIL LIB - Professional Se		CUST#313901 FIRE SYSTE	62.29	
VEN02140	HAGGARD & GANSON LLP	08/09/2024	EFT	0.00	1,815.00	576
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">552</a>	Invoice	08/01/2024	SHELT.001E GENERAL COUNSEL JULY 2024	0.00	1,815.00	
<a href="#">001-122-000-51541-4100</a>		LEGAL - Professional Servi		SHELT.001E GENERAL COU	1,815.00	
VEN02494	HD SUPPLY, INC	08/09/2024	EFT	0.00	152.49	577
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">INV00431415</a>	Invoice	07/23/2024	CUST#925099 ALUMINUM COUPLER	0.00	152.49	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#925099 ALUMINUM	152.49	
VEN02524	MATRIX IMAGING SOLUTIONS LLC	08/09/2024	EFT	0.00	2,957.11	578
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">DP2403339</a>	Invoice	07/31/2024	ACCT#1397 REGULAR STATEMENTS	0.00	2,957.11	
<a href="#">001-111-000-51421-4100</a>		FIN UB - Professional Serv		ACCT#1397 REGULAR STAT	483.94	
<a href="#">001-111-000-51421-4200</a>		FIN UB - Communication		ACCT#1397 REGULAR STAT	2,414.13	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		ACCT#1397 REGULAR STAT	59.04	
129030	MILES SAND & GRAVEL CO.	08/09/2024	EFT	0.00	266.22	579
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">2033964</a>	Invoice	07/31/2024	CUST#050775 STORM DEPT GRAVEL	0.00	132.41	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST#050775 STORM DEP	132.41	
<a href="#">2034138</a>	Invoice	08/01/2024	CUST#050775 SEWER/STORM GRAVEL	0.00	133.81	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		CUST#050775 SEWER/STO	133.81	
VEN02489	MOTORS & CONTROLS CORP	08/09/2024	EFT	0.00	4,244.48	580
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">110158</a>	Invoice	07/25/2024	CUST#0002906 REPLACE 2 VFDS	0.00	4,244.48	
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and		CUST#0002906 REPLACE 2	4,244.48	
132235	MOUNTAIN MIST WATER	08/09/2024	EFT	0.00	217.39	581



## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">006079793</a>	Invoice	07/01/2024	ACCT#050147 WWTP		0.00	23.00
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT#050147 WWTP		14.30
<a href="#">402-400-000-53580-4500</a>		SEW SV MN - Operating R		ACCT#050147 WWTP		8.70
<a href="#">006099839</a>	Invoice	07/16/2024	ACCT#050147 WWTP		0.00	82.12
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT#050147 WWTP		82.12
<a href="#">006099857</a>	Invoice	07/16/2024	ACCT#088436 ANIMAL CONTROL		0.00	13.76
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		ACCT#088436 ANIMAL CO		13.76
<a href="#">006121769</a>	Invoice	07/30/2024	ACCT#088436 PW SHOP		0.00	36.81
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		ACCT#088436 PW SHOP		36.81
<a href="#">006121798</a>	Invoice	07/30/2024	ACCT#088436 POLICE		0.00	34.18
<a href="#">001-118-000-52122-3100</a>		PD PAT - Office and Opera		ACCT#088436 POLICE		34.18
<a href="#">006121799</a>	Invoice	07/30/2024	ACCT#088436 ADMIN		0.00	13.76
<a href="#">001-130-000-51810-3100</a>		HR - Office and Operating		ACCT#088436 ADMIN		13.76
<a href="#">006121800</a>	Invoice	07/30/2024	ACCT#088436 MUNI COURT		0.00	13.76
<a href="#">001-112-000-51251-4500</a>		MUNI CT - Operating Ren		ACCT#088436 MUNI COUR		13.76
VENO2141	NORTHWEST CASCADE, INC.	08/09/2024	EFT		0.00	141.00 582
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0554312766</a>	Invoice	07/24/2024	CUST#228916 799 W HARVARD AVE		0.00	141.00
<a href="#">001-141-000-57680-4500</a>		PARKS - Operating Rental		CUST#228916 799 W HAR		141.00
VENO1558	NORTHWEST CUSTOM TEES	08/09/2024	EFT		0.00	372.64 583
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1832</a>	Invoice	08/01/2024	WELLNESS SHIRTS		0.00	372.64
<a href="#">001-130-000-51810-3101</a>		HR - Office & Operating-		WELLNESS SHIRTS		372.64
172008	ROGNLIN'S, INC.	08/09/2024	EFT		0.00	23,413.50 584
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PAYESTIMATE7</a>	Invoice	08/06/2024	WELL 1 PIPE PRESSURIZATION		0.00	23,413.50
<a href="#">411-000-000-59434-6300</a>		WAT CAP - Construction	18-WELL1REHAB	WELL 1 PIPE PRESSURIZATI		23,413.50
VENO1972	THOMAS A FURRER	08/09/2024	EFT		0.00	1,599.07 585
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">AUGUST/2024</a>	Invoice	08/01/2024	AUGUST 2024 SECURITY SERVICES		0.00	1,599.07
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi		AUGUST 2024 SECURITY S		1,599.07
VENO2458	THOMAS GARVEY	08/09/2024	EFT		0.00	850.00 586
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1037</a>	Invoice	07/27/2024	JULY 2024 SERVICES		0.00	850.00
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		JULY 2024 SERVICES		850.00
201148	TMG SERVICES, INC.	08/09/2024	EFT		0.00	2,348.76 587
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0052162-IN</a>	Invoice	08/05/2024	CUST#1908050 CHLORINE SENSOR		0.00	2,348.76
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		CUST#1908050 CHLORINE		2,348.76
202392	VERIZON WIRELESS	08/09/2024	EFT		0.00	1,053.36 588

## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">9969765740</a>	Invoice	07/23/2024	ACCT#342078219-00001		0.00	373.35
<a href="#">001-115-000-51895-4200</a>		PW ADM - Communicatio		ACCT#342078219-00001		147.79
<a href="#">001-140-000-55430-4200</a>		CD AN CTRL - Communica		ACCT#342078219-00001		42.76
<a href="#">001-140-000-55850-4200</a>		CD BLDG - Communicatio		ACCT#342078219-00001		42.76
<a href="#">401-000-000-53480-4200</a>		WAT - Communication		ACCT#342078219-00001		70.02
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		ACCT#342078219-00001		70.02
<a href="#">9969858672</a>	Invoice	07/23/2024	ACCT#942084392-00001		0.00	680.01
<a href="#">001-110-000-51160-4200</a>		COUNCIL - Communication		ACCT#942084392-00001		299.32
<a href="#">001-111-000-51423-4200</a>		FIN AC - Communication		ACCT#942084392-00001		42.76
<a href="#">001-112-000-51251-4200</a>		MUNI CT - Communicatio	24-ITC	ACCT#942084392-00001		42.76
<a href="#">001-112-000-51251-4200</a>		MUNI CT - Communicatio		ACCT#942084392-00001		42.76
<a href="#">001-120-000-51310-4200</a>		C MGR - Communication		ACCT#942084392-00001		42.76
<a href="#">001-121-000-51430-4200</a>		CLK REC - Communication		ACCT#942084392-00001		42.76
<a href="#">001-140-000-55850-4200</a>		CD BLDG - Communicatio		ACCT#942084392-00001		42.76
<a href="#">001-142-000-51830-4200</a>		FACIL - Communication		ACCT#942084392-00001		124.13
000050	AAA SEPTIC LLC	08/09/2024	Regular		0.00	100.00 111333
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">131031</a>	Invoice	08/01/2024	CUST#C2936 SHELTON SPRINGS COURSE		0.00	100.00
<a href="#">001-141-000-57680-4500</a>		PARKS - Operating Rental		CUST#C2936 SHELTON SPR		100.00
001008	ADVANCE GLASS	08/09/2024	Regular		0.00	54.45 111334
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2-30091</a>	Invoice	08/01/2024	VIN#9564 WINDSHIELD REPAIR		0.00	54.45
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		VIN#9564 WINDSHIELD RE		54.45
VENO1393	APGN INC.	08/09/2024	Regular		0.00	24,488.70 111335
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">19983</a>	Invoice	07/15/2024	BLOWER REPAIR		0.00	24,488.70
<a href="#">402-400-000-53580-4800</a>		SEW SV MN - Repairs and		BLOWER REPAIR		24,488.70
002982	APP	08/09/2024	Regular		0.00	3,602.78 111336
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">24-151133</a>	Invoice	07/31/2024	ACCT#AP7500158 FUEL		0.00	3,602.78
<a href="#">503-250-000-58900-0001</a>		EMR - Inventory-Gas		ACCT#AP7500158 FUEL		3,602.78
VENO2340	BLT SHELTON PONY, LLC	08/09/2024	Regular		0.00	1,455.54 111337
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">653997</a>	Invoice	07/30/2024	VIN#7561 SERVICE		0.00	605.45
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		VIN#7561 SERVICE		605.45
<a href="#">654134</a>	Invoice	08/01/2024	VIN#5872 BRAKE SERVICE		0.00	850.09
<a href="#">001-118-000-52122-4805</a>		PD PAT - Repairs and Mai		VIN#5872 BRAKE SERVICE		850.09
098000	BUILDERS FIRSTSOURCE	08/09/2024	Regular		0.00	90.92 111338
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">89444944</a>	Invoice	07/31/2024	ACCT#671668 NUMBERS, ANCHOR		0.00	90.92
<a href="#">503-000-000-54865-3100</a>		EMR - Office and Operati		ACCT#671668 NUMBERS,		90.92
VENO1675	CAPTUREPOINT	08/09/2024	Regular		0.00	5,755.82 111339



## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SI-185231</a>	Invoice	08/01/2024	COMMUNITYPASS	0.00	5,755.82	
<a href="#">001-141-000-57120-4900</a>		REC - Miscellaneous		COMMUNITYPASS	5,755.82	
VENO2063	CARL TANNE	08/09/2024	Regular	0.00	450.00	111340
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0731-2024-SHELT</a>	Invoice	07/31/2024	INTERPRETATION JULY 29 & 30	0.00	300.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex		INTERPRETATION JULY 29	300.00	
<a href="#">0731-2024-SHELT</a>	Invoice	08/02/2024	INTERPRETATION SERVICES 7/31/24	0.00	150.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex	24-ITC	INTERPRETATION SERVICES	150.00	
VENO1261	CASCADE MACHINERY & ELECTRIC, I	08/09/2024	Regular	0.00	368.75	111341
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">INV12931</a>	Invoice	08/01/2024	SUBMERSIBLE PUMP	0.00	368.75	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		SUBMERSIBLE PUMP	368.75	
108679	CENTRAL MASON FIRE AND EMS	08/09/2024	Regular	0.00	187,558.30	111342
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">AUGUST/2024</a>	Invoice	08/01/2024	AUGUST 2024 FIRE SERVICES	0.00	187,558.30	
<a href="#">001-119-000-52220-4103</a>		FIRE - Prof FF Services-Fir		AUGUST 2024 FIRE SERVIC	135,241.84	
<a href="#">001-119-000-52221-4103</a>		EMS - Prof Services-Fire D		AUGUST 2024 FIRE SERVIC	45,080.61	
<a href="#">001-119-000-52260-4100</a>		FIRE EQ - Professional Ser		AUGUST 2024 FIRE SERVIC	4,777.52	
<a href="#">001-119-000-52260-4100</a>		FIRE EQ - Professional Ser		AUGUST 2024 FIRE SERVIC	2,458.33	
VENO1592	EDGAR JERONIMO PABLO	08/09/2024	Regular	0.00	700.00	111343
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">681</a>	Invoice	07/31/2024	INTERPRETER SERVICES JULY 2024	0.00	700.00	
<a href="#">001-112-000-51251-4106</a>		MUNI CT - Interpreter Ex	24-ITC	INTERPRETER SERVICES JU	700.00	
159001	FERGUSON ENTERPRISES LLC #3325	08/09/2024	Regular	0.00	236.42	111344
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">0267399</a>	Invoice	07/24/2024	CUST#1143 FIRE HOSE ASSY	0.00	236.42	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#1143 FIRE HOSE ASS	236.42	
VENO2460	FIRST CITIZENS BANK & TRUST CO	08/09/2024	Regular	0.00	548.87	111345
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">45251308</a>	Invoice	07/25/2024	CUST#230086269 CONTRACT#900-03378	0.00	401.85	
<a href="#">001-118-000-52122-4500</a>		PD PAT - Operating Rental		CUST#230086269 CONTRA	401.85	
<a href="#">45310797</a>	Invoice	08/02/2024	CONTRACT#900-0349761-000	0.00	147.02	
<a href="#">001-112-000-51251-4500</a>		MUNI CT - Operating Ren	24-ITC	CONTRACT#900-0349761-	147.02	
080980	GILLIARDI LOGGING & CONSTRUCTI	08/09/2024	Regular	0.00	50.99	111346
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">21761</a>	Invoice	07/09/2024	WET FILL RETAIL	0.00	50.99	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		WET FILL RETAIL	50.99	
VENO2505	GUNDERSON LAW OFFICE, PLLC	08/09/2024	Regular	0.00	10,000.00	111347
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1398</a>	Invoice	08/01/2024	PROSECUTION SERVICES JULY 2024	0.00	10,000.00	
<a href="#">001-122-000-51545-4101</a>		LEGAL - Prof Serv - Prosec		PROSECUTION SERVICES J	10,000.00	

## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
045150	HACH COMPANY	08/09/2024	Regular	0.00	482.64	111348
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">14134914</a>	Invoice	08/05/2024	ACCT#341640 SENSOR CAP REPLACEMEN	0.00	482.64	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT#341640 SENSOR CA	482.64	
VENO2487	INSLEE, BEST , DOEZIE & RYDER, P.S.	08/09/2024	Regular	0.00	914.50	111349
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">421202</a>	Invoice	07/22/2024	CLIENT#370859 HEARING EXAMINER	0.00	914.50	
<a href="#">001-140-000-55860-4100</a>		CD PLAN - Professional Se		CLIENT#370859 HEARING	914.50	
064940	J & I POWER EQUIPMENT INC	08/09/2024	Regular	0.00	62.57	111350
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">782371</a>	Invoice	07/29/2024	CUST#15090 CLUTCH, NEEDLE CAGE	0.00	62.57	
<a href="#">101-000-000-54230-3100</a>		ST RD WAY - Office and O		CUST#15090 CLUTCH, NEE	62.57	
091340	LEW RENTS WEST	08/09/2024	Regular	0.00	1,048.11	111351
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">1054468</a>	Invoice	07/24/2024	CUST#2290 MOWER ZERO TURN RENTAL	0.00	1,048.11	
<a href="#">404-000-000-53180-4500</a>		STRM - Operating Rentals		CUST#2290 MOWER ZERO	1,048.11	
109750	MASON COUNTY DISTRICT COURT	08/09/2024	Regular	0.00	1,000.00	111352
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">MAY/2024ITCCO</a>	Invoice	08/01/2024	MAY/2024ITCCONSULTATION	0.00	1,000.00	
<a href="#">001-112-000-51251-4109</a>		MUNI CT - Other Professi	24-ITC	MAY/2024ITCCONSULTATI	1,000.00	
108850	MASON COUNTY GARBAGE CO.-A W	08/09/2024	Regular	0.00	4,568.08	111353
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">81981945149</a>	Invoice	08/01/2024	ACCT#2149-30135 CIVIC CENTER	0.00	313.73	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv		ACCT#2149-30135 CIVIC C	313.73	
<a href="#">81982705149</a>	Invoice	08/01/2024	ACCT#2149-30714 710 W ALDER	0.00	137.50	
<a href="#">001-142-000-57250-4700</a>		FACIL LIB - Utility Services		ACCT#2149-30714 710 W	137.50	
<a href="#">81983685149</a>	Invoice	08/01/2024	ACCT#2149-56141 525 W COTA ST	0.00	39.90	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv		ACCT#2149-56141 525 W	39.90	
<a href="#">81992465149</a>	Invoice	08/01/2024	ACCT#2149-204368 100 TURNER AVE	0.00	36.92	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi		ACCT#2149-204368 100 T	36.92	
<a href="#">81992645149</a>	Invoice	08/01/2024	ACCT#2149-204402 10891 N HWY 101	0.00	171.12	
<a href="#">402-640-000-53580-4700</a>		SEW SV SAT - Utility Servi		ACCT#2149-204402 10891	171.12	
<a href="#">81994485149</a>	Invoice	08/01/2024	ACCT#2149-204783 122 W FRANKLIN	0.00	221.51	
<a href="#">001-119-000-52250-4700</a>		FIRE FACIL - Utility Service		ACCT#2149-204783 122 W	221.51	
<a href="#">81997465149</a>	Invoice	08/01/2024	ACCT#2149-205337 1700 FAIRMOUNT	0.00	1,090.65	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi		ACCT#2149-205337 1700 F	1,090.65	
<a href="#">81998895149</a>	Invoice	08/01/2024	ACCT#2149-205584 200 N FRONT ST	0.00	36.92	
<a href="#">402-400-000-53580-4700</a>		SEW SV MN - Utility Servi		ACCT#2149-205584 200 N	36.92	
<a href="#">82004175149</a>	Invoice	08/01/2024	ACCT#2149-206560 427 W RAILROAD	0.00	55.38	
<a href="#">001-142-000-57530-4700</a>		FACIL MUSM - Utility Serv		ACCT#2149-206560 427 W	55.38	
<a href="#">82005325149</a>	Invoice	08/01/2024	ACCT#2149-206771 525 W COTA	0.00	684.49	
<a href="#">001-142-000-51890-4715</a>		FACIL CIVIC - Utility Serv		ACCT#2149-206771 525 W	684.49	
<a href="#">82007435149</a>	Invoice	08/01/2024	ACCT#2149-207155 710 W ALDER	0.00	342.24	
<a href="#">001-142-000-57250-4700</a>		FACIL LIB - Utility Services		ACCT#2149-207155 710 W	342.24	
<a href="#">82008595149</a>	Invoice	08/01/2024	ACCT#2149-207351 902 W PINE	0.00	55.38	
<a href="#">001-140-000-55430-4700</a>		CD AN CTRL - Utility Servi		ACCT#2149-207351 902 W	55.38	



## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">82009265149</a>	Invoice	08/01/2024	ACCT#2149-207565 1000 W PINE	0.00	1,237.54	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		ACCT#2149-207565 1000		371.26	
<a href="#">101-000-000-54230-4700</a>	ST RD WAY - Maint - Utili		ACCT#2149-207565 1000		173.26	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		ACCT#2149-207565 1000		173.26	
<a href="#">402-300-000-53580-4700</a>	SEW CL MN - Utility Servi		ACCT#2149-207565 1000		173.26	
<a href="#">404-000-000-53180-4700</a>	STRM - Utility Services		ACCT#2149-207565 1000		173.26	
<a href="#">503-000-000-54865-4700</a>	EMR - Utility Services		ACCT#2149-207565 1000		173.24	
<a href="#">82009275149</a>	Invoice	08/01/2024	ACCT#2149-207568 1000 W PINE	0.00	92.28	
<a href="#">001-141-000-57680-4700</a>	PARKS - Utility Services		ACCT#2149-207568 1000		15.37	
<a href="#">101-000-000-54230-4700</a>	ST RD WAY - Maint - Utili		ACCT#2149-207568 1000		15.38	
<a href="#">401-000-000-53480-4700</a>	WAT - Utility Services		ACCT#2149-207568 1000		15.37	
<a href="#">402-300-000-53580-4700</a>	SEW CL MN - Utility Servi		ACCT#2149-207568 1000		15.38	
<a href="#">404-000-000-53180-4700</a>	STRM - Utility Services		ACCT#2149-207568 1000		15.38	
<a href="#">503-000-000-54865-4700</a>	EMR - Utility Services		ACCT#2149-207568 1000		15.40	
<a href="#">82009945149</a>	Invoice	08/01/2024	ACCT#2149-209143 1700 FAIRMOUNT	0.00	52.52	
<a href="#">402-400-000-53580-4700</a>	SEW SV MN - Utility Servi		ACCT#2149-209143 1700 F		52.52	
114420	MASON TRANSIT AUTHORITY	08/09/2024	Regular	0.00	710.00	111354
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">11212</a>	Invoice	07/31/2024	CUST#CIT100 EVENT RENTAL INCOME	0.00	710.00	
<a href="#">001-141-000-57120-4500</a>	REC - Operating Rentals		CUST#CIT100 EVENT RENT		710.00	
VENO2466	METTLER-TOLEDO INTERNATIONAL	08/09/2024	Regular	0.00	1,065.70	111355
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">655316300</a>	Invoice	07/11/2024	CUST#302222910 TEST REPORTS	0.00	1,065.70	
<a href="#">402-400-000-53580-4100</a>	SEW SV MN - Professional		CUST#302222910 TEST RE		1,065.70	
VENO2419	NORTHWEST RESOURCES II, INC	08/09/2024	Regular	0.00	209.58	111356
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">2007</a>	Invoice	06/17/2024	URINANALYSIS ITC COURT	0.00	149.70	
<a href="#">001-112-000-51251-4109</a>	MUNI CT - Other Professi	24-ITC	URINANALYSIS ITC COURT		149.70	
<a href="#">2030</a>	Invoice	07/08/2024	URINANALYSIS ITC COURT	0.00	59.88	
<a href="#">001-112-000-51251-4109</a>	MUNI CT - Other Professi	24-ITC	URINANALYSIS ITC COURT		59.88	
149070	OLYMPIC REGION CLEAN AIR AGENC	08/09/2024	Regular	0.00	314.00	111357
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">26231</a>	Invoice	08/01/2024	REGISTRATION CLASS 5	0.00	314.00	
<a href="#">402-400-000-53580-4101</a>	SEW SV MN - Sludge Per		REGISTRATION CLASS 5		314.00	
155350	PAINT CRAFTERS PLUS, INC	08/09/2024	Regular	0.00	5,440.00	111358
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">5667</a>	Invoice	07/30/2024	SERVICE AGREEMENT	0.00	5,440.00	
<a href="#">001-142-000-51890-4115</a>	FACIL CIVIC - Professional		SERVICE AGREEMENT		5,440.00	
114040	PETTYJOHN ENTERPRISES, LLC	08/09/2024	Regular	0.00	150.00	111359
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<a href="#">3598</a>	Invoice	08/01/2024	GRASS, BRUSH,LOGS,PALLETS	0.00	150.00	
<a href="#">401-000-000-53480-3100</a>	WAT - Office and Operati		GRASS, BRUSH,LOGS,PALL		120.00	
<a href="#">404-000-000-53180-3100</a>	STRM - Office and Operati		GRASS, BRUSH,LOGS,PALL		30.00	
VENO2353	POMP'S TIRE SERVICE INC	08/09/2024	Regular	0.00	1,540.53	111360



## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2030011864</a>	Invoice	07/31/2024	CUST#1001992 TIRE SERVICE	00043D	0.00	1,540.53
<a href="#">503-000-000-54865-3102</a>		EMR - Oper Supplies-Part		CUST#1001992 TIRE SERVI		1,540.53
162562	PUBLIC SAFETY TESTING INC.	08/09/2024	Regular	0.00	432.00	111361
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2024-365</a>	Invoice	04/08/2024	Q1 2024 SUBSCRIPTION FEES	0.00	216.00	
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv		Q1 2024 SUBSCRIPTION FE		216.00
<a href="#">2024-693</a>	Invoice	07/11/2024	Q2 2024 SUBSCRIPTION FEES	0.00	216.00	
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv		Q2 2024 SUBSCRIPTION FE		216.00
VENO2498	RHIZORS PAINTING LLC	08/09/2024	Regular	0.00	9,769.98	111362
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PAYESTIMATE2</a>	Invoice	08/06/2024	CIVIC CENTER EXT REHAB	0.00	9,769.98	
<a href="#">001-142-000-51890-4815</a>		FACIL CIVIC - Repairs and		CIVIC CENTER EXT REHAB		9,769.98
903584	RIGHT SYSTEMS	08/09/2024	Regular	0.00	12,281.74	111363
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">SI-187775</a>	Invoice	08/02/2024	MANAGED SERVICES AUGUST 2024	0.00	12,281.74	
<a href="#">001-132-000-51888-4100</a>		IT - Data Processing-Prof		MANAGED SERVICES AUG		12,281.74
178231	SEAN CARNEY	08/09/2024	Regular	0.00	120.00	111364
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">JULY/2024KIMUD</a>	Invoice	08/01/2024	JULY/2024KIMUDO	0.00	120.00	
<a href="#">001-141-000-57120-4100</a>		REC - Professional Service		JULY/2024KIMUDO		120.00
187505	SHELTON SCHOOL DISTRICT	08/09/2024	Regular	0.00	90.00	111365
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2024-081</a>	Invoice	07/30/2024	VOLLEYBALL & SOCCER CAMP	0.00	90.00	
<a href="#">001-141-000-57120-4500</a>		REC - Operating Rentals		VOLLEYBALL & SOCCER CA		90.00
188025	SHELTON VETERINARY HOSPITAL	08/09/2024	Regular	0.00	151.60	111366
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">678359</a>	Invoice	07/25/2024	ACCT#37547 VACCINES KYLO	0.00	151.60	
<a href="#">001-140-000-55430-4100</a>		CD AN CTRL - Professional		ACCT#37547 VACCINES KY		151.60
178252	TASCHNER LAW, PLLC	08/09/2024	Regular	0.00	14,440.00	111367
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">31</a>	Invoice	08/01/2024	PUBLIC DEFENDER SERVICES	0.00	1,500.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		PUBLIC DEFENDER SERVIC		1,500.00
<a href="#">AUGUST/2024</a>	Invoice	08/01/2024	AUGUST 2024 DEFENSE SERVICES	0.00	12,940.00	
<a href="#">001-122-000-51593-4100</a>		LEGAL - Public Defense/A		AUGUST 2024 DEFENSE SE		12,940.00
VENO2199	TERMINIX PROCESSING CENTER	08/09/2024	Regular	0.00	1,834.00	111368
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">449503067</a>	Invoice	07/22/2024	CUST#13633877 1000 W PINE ST	0.00	109.70	
<a href="#">401-000-000-53480-4101</a>		WAT - Professional Servic		CUST#13633877 1000 W P		109.70
<a href="#">449503489</a>	Invoice	07/22/2024	CUST#13638768 626 MAGNOLIA AVE	0.00	70.29	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		CUST#13638768 626 MAG		70.29
<a href="#">449503799</a>	Invoice	07/22/2024	CUST#13634000 311 S FRONT ST	0.00	73.49	

## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional	CUST#13634000 311 S FR		73.49	
<a href="#">449504824</a>	Invoice	07/22/2024	CUST#13959326 122 W FRANKLIN ST	0.00	150.17	
<a href="#">001-119-000-52250-4100</a>		FIRE FACIL - Professional	CUST#13959326 122 W FR		150.17	
<a href="#">449505595</a>	Invoice	07/22/2024	CUST#13959345 710 W ALDER ST	0.00	150.17	
<a href="#">001-142-000-57250-4100</a>		FACIL LIB - Professional Se	CUST#13959345 710 W AL		150.17	
<a href="#">449505871</a>	Invoice	07/22/2024	CUST#13959313 427 W RAILROAD AVE	0.00	150.17	
<a href="#">001-142-000-57530-4100</a>		FACIL MUSM - Profession	CUST#13959313 427 W RA		150.17	
<a href="#">449506275</a>	Invoice	07/22/2024	CUST#13634073 100 TURNER AVE	0.00	73.49	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional	CUST#13634073 100 TUR		73.49	
<a href="#">449508147</a>	Invoice	07/22/2024	CUST#13632853 1701 FAIRMOUNT AVE	0.00	244.95	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional	CUST#13632853 1701 FAIR		244.95	
<a href="#">449621679</a>	Invoice	07/25/2024	CUST#13634151 811 S 15TH ST	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13634151 811 S 15T		73.49	
<a href="#">449621747</a>	Invoice	07/25/2024	CUST#13634132 1437 HARVARD ST	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13634132 1437 HAR		73.49	
<a href="#">449621941</a>	Invoice	07/25/2024	CUST#13638789 553 BEAR ST	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13638789 553 BEAR		73.49	
<a href="#">449622111</a>	Invoice	07/25/2024	CUST#13638825 907 W BIRCH ST	0.00	70.29	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13638825 907 W BI		70.29	
<a href="#">449622340</a>	Invoice	07/25/2024	CUST#13638814 100 MUNCASTER DR	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13638814 100 MUN		73.49	
<a href="#">449622509</a>	Invoice	07/25/2024	CUST#13634026 2401 N SHELTON SPRING	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13634026 2401 N S		73.49	
<a href="#">449622606</a>	Invoice	07/25/2024	CUST#13634102 900 WALLACE KNEELAN	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13634102 900 WALL		73.49	
<a href="#">449622663</a>	Invoice	07/25/2024	CUST#13634265 2001 N 13TH ST	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13634265 2001 N 1		73.49	
<a href="#">449622998</a>	Invoice	07/25/2024	CUST#13632896 10891 N HWY 101	0.00	153.36	
<a href="#">402-640-000-53580-4100</a>		SEW SV SAT - Professional	CUST#13632896 10891 N		153.36	
<a href="#">449623365</a>	Invoice	07/25/2024	CUST#13638801 51 PUBLIC WORKS DR	0.00	73.49	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic	CUST#13638801 51 PUBLI		73.49	
VENO1290	THE PLANT PLACE	08/09/2024	Regular	0.00	575.93	111369
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">214342</a>	Invoice	07/18/2024	PERSIAN SPIRE	0.00	575.93	
<a href="#">101-000-000-54261-3100</a>		ST S WALK - Office and O	COTA ST ART DIST	PERSIAN SPIRE	575.93	
201300	TOZIER BROS INC.	08/09/2024	Regular	0.00	123.18	111370
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<a href="#">471146</a>	Invoice	07/24/2024	CUST#20090 MISC	0.00	30.08	
<a href="#">402-300-000-53580-3100</a>		SEW CL MN - Office and		CUST#20090 MISC	30.08	
<a href="#">471193</a>	Invoice	07/27/2024	CUST#20090 AUGER CLOSET, DRAIN LIQ P	0.00	30.49	
<a href="#">001-141-000-57680-3100</a>		PARKS - Office and Opera		CUST#20090 AUGER CLOS	30.49	
<a href="#">471298</a>	Invoice	08/02/2024	CUST#20090 AZALEA HOT SHOT	0.00	46.96	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#20090 AZALEA HOT	46.96	
<a href="#">471331</a>	Invoice	08/05/2024	CUST#20090 BULBS HALOGEN	0.00	15.65	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#20090 BULBS HALO	15.65	
201957	ULINE	08/09/2024	Regular	0.00	178.16	111371



## Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">180392157</a>	Invoice	07/10/2024	CUST#5672395 AIRFRESH SPRAY	0.00	153.66	
<a href="#">001-142-000-51890-3115</a>		FACIL CIVIC - Office and O		CUST#5672395 AIRFRESH	89.63	
<a href="#">001-142-000-57250-3100</a>		FACIL LIB - Office and Ope		CUST#5672395 AIRFRESH	38.42	
<a href="#">401-000-000-53480-3100</a>		WAT - Office and Operati		CUST#5672395 AIRFRESH	25.61	
<a href="#">180621618</a>	Invoice	07/16/2024	CUST#5672395 SALINE REFILL BOTTLE	0.00	24.50	
<a href="#">001-140-000-55430-3100</a>		CD AN CTRL - Office and		CUST#5672395 SALINE REF	24.50	
VENO1846	USSSA WASHINGTON STATE	08/09/2024	Regular	0.00	720.00	111372
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">2024-7</a>	Invoice	08/05/2024	JULY 2024, TRAVEL	0.00	720.00	
<a href="#">001-141-000-57120-4100</a>		REC - Professional Service		JULY 2024, TRAVEL	720.00	
202340	UTILITIES UNDERGROUND LOCATIO	08/09/2024	Regular	0.00	174.24	111373
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">4070227</a>	Invoice	07/31/2024	ACCT#100100 EXCAVATION NOTICES JULY	0.00	174.24	
<a href="#">401-000-000-53480-4100</a>		WAT - Professional Servic		ACCT#100100 EXCAVATIO	58.07	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT#100100 EXCAVATIO	58.07	
<a href="#">404-000-000-53180-4105</a>		STRM - Professional Servi		ACCT#100100 EXCAVATIO	58.10	
VENO2408	VEOLIA WATER TECHNOLOGIES TRE	08/09/2024	Regular	0.00	3,401.17	111374
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">902788984</a>	Invoice	07/22/2024	ACCT#510148 BULBS	0.00	3,401.17	
<a href="#">402-400-000-53580-3100</a>		SEW SV MN - Office and		ACCT#510148 BULBS	3,401.17	
VENO2544	VESTIS GROUP INC	08/09/2024	Regular	0.00	135.95	111375
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">5120503663</a>	Invoice	07/17/2024	ACCT#792105973 COVERALLS,MATS,TOW	0.00	48.85	
<a href="#">402-400-000-53580-4900</a>		SEW SV MN - Miscellaneo		ACCT#792105973 COVERA	48.85	
<a href="#">5120507509</a>	Invoice	07/24/2024	ACCT#792105973 COVERALLS,MAT,TOWE	0.00	44.17	
<a href="#">402-400-000-53580-4900</a>		SEW SV MN - Miscellaneo		ACCT#792105973 COVERA	44.17	
<a href="#">5120511903</a>	Invoice	07/31/2024	ACCT#792105972 COVERALLS,MATS,TOW	0.00	42.93	
<a href="#">401-000-000-53480-4901</a>		WAT - Miscellaneous - Sh		ACCT#792105972 COVERA	42.93	
VENO2287	WARRIOR WOMAN LAW PLLC	08/09/2024	Regular	0.00	1,533.75	111376
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">472</a>	Invoice	07/29/2024	00823 BELL	0.00	250.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00823 BELL	250.00	
<a href="#">473</a>	Invoice	07/29/2024	00790 BOYCE	0.00	100.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00790 BOYCE	100.00	
<a href="#">474</a>	Invoice	07/29/2024	00425 VENGELEN	0.00	160.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00425 VENGELEN	160.00	
<a href="#">475</a>	Invoice	07/29/2024	00485 GULLETT	0.00	200.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00485 GULLETT	200.00	
<a href="#">476</a>	Invoice	07/29/2024	00791 PEREZ TOXTLE	0.00	90.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00791 PEREZ TOXTLE	90.00	
<a href="#">477</a>	Invoice	07/29/2024	00803 ROCKWELL	0.00	120.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00803 ROCKWELL	120.00	
<a href="#">478</a>	Invoice	07/29/2024	00620 BOUTA	0.00	180.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public		00620 BOUTA	180.00	
<a href="#">479</a>	Invoice	07/29/2024	00818 GOIN	0.00	148.75	

Check Register

Packet: APPKT03229-AUGUST 9, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public	00818 GOIN		148.75	
<a href="#">480</a>	Invoice	07/29/2024	00787 WILCOX	0.00	285.00	
<a href="#">001-122-000-51593-4101</a>		LEGAL - OPD Grant Public	00787 WILCOX		285.00	
203030	WASHINGTON STATE PATROL	08/09/2024	Regular	0.00	26.50	111377
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">12500158</a>	Invoice	08/01/2024	JULY 2024 BACKGROUND CHECKS	0.00	26.50	
<a href="#">001-118-000-52122-4100</a>		PD PAT - Professional Serv		JULY 2024 BACKGROUND C	26.50	
203780	WATER MGMNT LABORATORIES INC	08/09/2024	Regular	0.00	3,659.00	111378
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">222068</a>	Invoice	07/31/2024	ACCT#AS201R TESTS 7/8/24-7/11/24	0.00	432.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT#AS201R TESTS 7/8/2	432.00	
<a href="#">222099</a>	Invoice	07/31/2024	ACCT#AS201R TESTS 7/9/24	0.00	356.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT#AS201R TESTS 7/9/2	356.00	
<a href="#">222117</a>	Invoice	07/31/2024	ACCT#AS201R TESTS 7/11/24	0.00	2,304.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT#AS201R TESTS 7/11/	2,304.00	
<a href="#">222120</a>	Invoice	07/31/2024	ACCT#AS201R TESTS 7/1/24	0.00	567.00	
<a href="#">402-400-000-53580-4100</a>		SEW SV MN - Professional		ACCT#AS201R TESTS 7/1/2	567.00	
053987	WESTBAY NAPA AUTO PARTS	08/09/2024	Regular	0.00	406.96	111379
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">093988</a>	Invoice	07/29/2024	ACCT#4296 OIL SEAL	0.00	64.74	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		ACCT#4296 OIL SEAL	64.74	
<a href="#">093990</a>	Invoice	07/29/2024	ACCT#4296 V BELT	0.00	35.85	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		ACCT#4296 V BELT	35.85	
<a href="#">094340</a>	Credit Memo	07/31/2024	ACCT#4296 OIL SEAL	0.00	-18.25	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		ACCT#4296 OIL SEAL	-18.25	
<a href="#">094444</a>	Invoice	08/01/2024	ACCT#4296 SPIN ON FLUID FILTER 19989D	0.00	46.16	
<a href="#">503-000-000-54865-3102</a>		EMR - Oper Supplies-Part		ACCT#4296 SPIN ON FLUID	46.16	
<a href="#">094503</a>	Credit Memo	08/01/2024	ACCT#4296 OIL SEALS	0.00	-18.49	
<a href="#">402-640-000-53580-3100</a>		SEW SV SAT - Office and		ACCT#4296 OIL SEALS	-18.49	
<a href="#">094522</a>	Invoice	08/01/2024	ACCT#4296 SHOCK ABSO FRONT/BACK 19	0.00	258.55	
<a href="#">503-000-000-54865-3102</a>		EMR - Oper Supplies-Part		ACCT#4296 SHOCK ABSO F	258.55	
<a href="#">094933</a>	Invoice	08/05/2024	ACCT#4296 CAR CHARGER	0.00	11.45	
<a href="#">404-000-000-53180-3100</a>		STRM - Office and Operati		ACCT#4296 CAR CHARGER	11.45	
<a href="#">095080</a>	Invoice	08/05/2024	ACCT#4296 AIR FILTER UNIT 81	0.00	26.95	
<a href="#">001-118-000-52122-3110</a>		PD PAT - Office & Operati		ACCT#4296 AIR FILTER UNI	26.95	
VENO2139	ZEPPELIN SHIPPING & TECHNOLOGY	08/09/2024	Regular	0.00	61.09	111380
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">PACKAGEID#1270</a>	Invoice	07/31/2024	TROEMNER LLC	0.00	14.83	
<a href="#">402-400-000-53580-4200</a>		SEW SV MN - Communica		TROEMNER LLC	14.83	
<a href="#">PACKAGEID#1270</a>	Invoice	07/31/2024	WA STATE PATROL TOXICOLOGY LAB	0.00	13.83	
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		WA STATE PATROL TOXICO	13.83	
<a href="#">PACKAGEID#1271</a>	Invoice	08/02/2024	ANACONDA NETWORKS	0.00	12.55	
<a href="#">001-118-000-52122-4200</a>		PD PAT - Communication		ANACONDA NETWORKS	12.55	
<a href="#">PACKAGEID#1272</a>	Invoice	08/06/2024	WSP FORENSIC LAB	0.00	19.88	

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
001-118-000-52122-4200		PD PAT - Communication	WSP FORENSIC LAB		19.88	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	48	0.00	303,082.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	36	22	0.00	57,627.66
Virtual Payments	0	0	0.00	0.00
	<b>148</b>	<b>70</b>	<b>0.00</b>	<b>360,710.16</b>

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	360,710.16
			<u>360,710.16</u>

**VOUCHER APPROVAL**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered 3992 through 3993 and 13039 through 13143. Warrants 111314 through 111332 in the amount of \$537,359.94 and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 7th of Aug., 2024.

  
Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the payroll warrants contained herein are approved for payment.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
Deputy Mayor Sharon Schirman

\_\_\_\_\_  
Councilmember George Blush

\_\_\_\_\_  
Councilmember Tom Gilmore

\_\_\_\_\_  
Councilmember Miguel Gutierrez

\_\_\_\_\_  
Councilmember Lyndsey Sapp

\_\_\_\_\_  
Councilmember Melissa Stearns





I'm here to report on the 2024 Forest Festival event in regards to our LTAC funding. We celebrated a milestone year, as it was the 80th anniversary of the Mason County Forest Festival. With that, we wanted to step things up a notch. Smokey's Birthday Party was added on the Friday evening of the festival (Smokey turned 80 as well), and we were amazed at the turn out and the success of this new event, more on that below. We also created banners of all 80 Forest Festival Queens and displayed them in the businesses along the parade route. This was a huge hit and we look forward to bringing this display, and more, back year after year to spruce up the town and get citizens and visitors excited about the event.

Additionally, for the 80th celebration, all past royalty members were invited to be part of the parade and we had 55 people from Forest Festivals' past participate in the parade, several making a trip in from out of state or out of county.

Here is quick report of each event:

- Goldsborough Creek Run happened June 1, and had over 140 entrants. These entrants not only came from Mason County, but Thurston, Cowlitz, Kitsap, and Pierce.
- The Firefighter's Pancake Breakfast fed 595 people which is an increase of 115 from previous years. It was a great turn out.
- The Paul Bunyan Grand Parade saw 97 entries, our biggest yet! Entries came from all over the area, including Port Townsend, Port Orchard and more. The parade's pre-show of the Family and Pet Parade and the Tenino Motorcycle Drill Team are always fun to watch as well.
- We had 65 vendors between Saturday at Loop Field and Sunday at the Car Show, which was an increase from last year. One quarter of those vendors traveled from out-of-county to visit us.
- It's estimated that roughly 3000 people attended the Logging Show. Our vendors stayed busy the entire duration of the show. Forest Festival is now having to pay a production company to put on the logging show, as STIHL has reconfigured their competitions and isn't offering the show we typically hold.
- Our carnival was very well attended! Shelton also benefited from the cancellation of another event in the state, and the carnival company arrived early. The carnival ran Memorial Day weekend as well as the traditional Forest Festival weekend. It was one of the best years in the history of Forest Festival. Paradise Amusements says this is all because of the location, which is fantastic! We are working with the new owner of this property to utilize the land until it is developed.
- Rockin' the Forest at OURCU on Saturday evening was well attended and the music was fantastic with headliner Olson Bros. Band, plus the Lester Crow Trio and Kyle & Darin Band.



- We estimate around 3,000 attendees for the fireworks show on Saturday night.
- Sunday June 2, was a torrential downpour causing the Shelton Car Show-Off to only see 66 entries. The SHS NJROTC Boosters & Cadets, who put on this event did their best to provide a nice event for those that braved the weather. Our community really came through after the event, as we opened up a “virtual entry” option on our website and people were able to donate an entry fee to help make up the difference. An additional \$2600 was raised to support the ROTC.
- The Kiwanis Duck Race was sold out! Over 5,000 “ducks” sold. Again, due to weather, the event wasn’t held in Goldsborough Creek as normal, it was a physical drawing (in a dry room) instead.
- Our new event for the weekend, Smokey’s Birthday Party, was added to celebrate the 80th Forest Festival. It couldn’t have gone better! Held Friday evening, May 31, in the Civic Center event lot, and co-hosted by KMAS, we filled the space with food trucks, axe throwing (both adult and a kid-friendly versions), kids activities, music from KMAS, an up-close look at our new Royalty Float, and, of course, Smokey Bear himself was on site to interact and take photos. We were amazed at the turn-out! It’s estimated that 2,000 people attended the event.
- We held the Royalty Tea Party on July 14th. This is a lovely event at the Colonial House. A garden party event with our Royalty Court. This was the fourth annual Royalty Tea Party, and we hosted 80 guests.
- This year we invested in a new float! It’s been several decades since the bones of the float have been updated, and it was time for a complete revamp. Now, we will be working on a new and updated float trailer, for some additional room and ease of loading.

Our Royalty Court attended about six other festivals with our float. In September, the court and float will be attending the Autumn Leaf Festival in Leavenworth. Additionally, they visited numerous area civic groups and schools. We look forward to crowning the 2025 Royalty Court at Coronation in February or March of 2025. These young people continue to be ambassadors for Mason County. Representing what is wonderful about where we live.

As we prepare for the 2025 Forest Festival event, I feel it’s important to remind everyone that the majority of Forest Festival is free for the public to attend. We charge entry fees for the Parades, Logging Show, Fireworks show, Rockin’ the Forest and other events. We hope to continue to keep Forest Festival a free event. With that, Mason County Forest Festival could not happen without LTAC funding and we truly appreciate what the LTAC committee, and the City do to work alongside our volunteers to make Forest Festival such a longstanding and loved event.



*2<sup>nd</sup> Quarter 2024*

# VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton LTAC & Council by the  
Shelton-Mason County Chamber of Commerce

*George Stenberg*



# Year to Date, January-March

Passes

Maps

	2024	2023	2019	Δ 2023	Δ 2019
Interagency	154	150	21	2.67%	633.33%
Forest Annual	26	35	3	-25.71%	766.67%
Discover Annual	54	91	18	-40.66%	200.00%
Discover Day	4	10	0	-60.00%	100.00%
NW Forest Day	58	58	18	0.00%	222.22%
US Forest Map	17	8	0	112.50%	100.00%
Mt. Skok Map	6	10	3	-40.00%	100.00%
Brothers Map	8	10	0	-20.00%	100.00%
EV Map	2	4	1	-50.00%	100.00%
NatGeo Map	5	5	0	0.00%	100.00%
Visitors	2,622	2,615	833	0.27%	214.77%
Phone Calls	498	456	495	9.21%	0.61%

## VISITOR INFORMATION CENTER

### Services

The total number of visitors served in 1Q 2024 is steady compared to last year but more than doubled over pre-pandemic figures.

The quantity of maps and recreational passes followed the same pattern. Interestingly, map sales in June were, in almost every case, equal to the two previous months combined. One of our largest challenges has been to fulfill orders for additional maps and passes from the National Park & Forest Service due to limited inventories.

The Caboose Visitor Information Center & the Chamber of Commerce are typically open Monday-Friday, 8:00a-5:00p. The Hoodsport Visitor Center is operating on summer hours, Thursday-Monday, 9:00a-4:00p.

# FACEBOOK

## Chamber of Commerce Page

The **Shelton-Mason Chamber of Commerce** page continues to be an effective way to share relevant business news, community happenings, points of interest, and information on hot topics.

**Total Quarter Reach**  
**39,380**

## Hood Canal Visitor Center Page

The **Hood Canal Visitor Center** page shares releve tourism related topics. This includes suggestions for things to do and places to visit in the Hood Canal region, including City of Shelton, Mason County, Washington State Parks, and Olympic National Forest and Park.

Our unique partnership with the ONP & USFS, along with our regular interactions with the rangers provides us insights and credible information to share with the traveling public.

**Total Quarter Reach**  
**5,479**




Hood Canal Visitor Center

July 11 at 6:00 AM · 🌐

It's wildfire season! Stay safe and be aware of road closures.





Olympic National Forest

July 9 at 12:39 PM · 🌐

 NF-23 Area Fire Updates

Vincent Creek Fire (Located just below the High Steel Bridge on the Northwest side of the Skokomish River)

Crews are monitoring the site directly below the High Steel Bridge on the Northwest side of the river for signs of fire.

Due to the steep and dangerous terrain crews are unable to reach the edge of the fire and instead have been applying water from above.

The fire is not showing any smoke or heat but will be monitored for the coming days.

Le Bar Fire (Located just above Le Bar Horse Camp)

An Incident Commander, 2 hand crews, 3 engines were assigned to incident Monday.

The 2-acre fire is now contained within handline, or natural control features on all sides.

Mutual Aid Resources from the Washington State Department of Natural Resources were instrumental in keeping the fire small.

Crews are now mopping up which consists of the hard physical labor process of extinguishing or removing burning material near control lines down to the mineral soil, felling fire damaged trees, and cooling ash pits to make a Fireline less likely to escape or to reduce residual smoke.

Visitors are asked to avoid Browns Creek Campground, Lower Skokomish Trailhead, and LeBar Horse Camp and surrounding areas. A closure order for the area is forthcoming.

#olympicnationalforest #BeFireSafe

Overview

Reach ⓘ

92

Higher than typical

Impressions ⓘ

92

Typical

Interactions ⓘ

1

Typical



Hood Canal Visitor Center

June 27 at 1:12 PM · 🌐

What a great opportunity to learn from astronomers at Hurricane Ridge!





Olympic National Park

June 25 at 3:12 PM · 🌐

 Save this post for your summer trip to Olympic National Park! 📌

You don't have to call it a day after the s'mores run out at camp! All summer long, astronomers are leading free night sky programs on Hurricane Ridge!

Explore distant galaxies and nebulae through a telescope or hike under the moonlight on Hurricane Hill. Check out these program dates and start planning your trip 🗓️

Night Sky Programs are made possible thanks to the generous support of Washington's National Park Fund donors!

#ForTheParks #RangerPrograms #OlympicNationalPark #FindYourPark

Overview

Reach ⓘ

102

Higher than typical

Impressions ⓘ

104

Higher than typical

Interactions ⓘ

3

Higher than typical



# HOOD CANAL VISITOR INFORMATION CENTER LOCATION: TYPE OF VISITORS

We saw visitors from **in-state** cities such as Tacoma, Olympia, Allyn, and Seattle.

There were many visitors from **out of state** such as Minnesota, California, North Carolina, South Carolina, Utah, and Oregon.

A few visitors came from overseas or **out of country**: Hawaii and Canada.





## Hoodsport Visitor Information Center

[Website](#) [Directions](#) [Save](#) [Call](#)

4.5 ★★★★★ 110 Google reviews

[Newest](#)

**N** Nadine Dubina  
46 reviews • 32 photos

★★★★★ 9 weeks ago

Absolutely LOVED this visitor center! Quaint place but has ALL the information you need. They have an adventure and a hikes guide that we're really helpful. If you're here, you HAVE to go to Staircase Rapids Loop trail. It's awe inspiring. Bill was a wealth of knowledge and extremely kind and if you're there when Michelle is in, get ready for a hootin' good time. That woman is the storyteller of the town! Good people and helpful guide books - exactly what a visitor center should be!

[Reply](#)

**james lenten**  
Local Guide • 66 reviews • 70 photos

★★★★★ 20 weeks ago

The gentleman was very nice and helpful!

[Reply](#)

**Jacob Doyle**  
Local Guide • 50 reviews • 67 photos

★★★★★ 41 weeks ago

**Cindy Stavenhagen**  
0 reviews • 0 photos

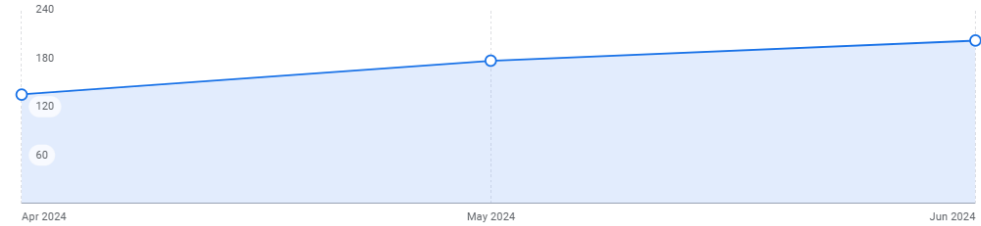
★★★★★ 52 weeks ago

# GOOGLE LANDING PAGE *Analytics and Traffic*

514

Business Profile Interactions ⓘ

↘ -28.6% (vs Apr 2023–Jun 2023)



## Google My Business Hoodsport Visitor Information Center

2,981

👁 People viewed your Business Profile

↘ -33.1% (vs Apr 2023–Jun 2023)

### Platform and device breakdown

Platform and devices that people used to find your profile



965

🔍 Searches showed your Business Profile in the search results

↘ -49.2% (vs Apr 2023–Jun 2023)

### Searches breakdown

Search terms that showed your Business Profile in the search results

1. visitor center	649
2. hoodsport visitor information center, north lake cush...	156
3. hoodsport ranger station	51
4. visitor information center	42
5. visitors center	42

[See more](#)





# CABOOSE RESTORATION PROJECT

*Thank You Volunteers!*



# SHELTON CABOOSE VISITOR INFORMATION CENTER LOCATION: TYPE OF VISITORS

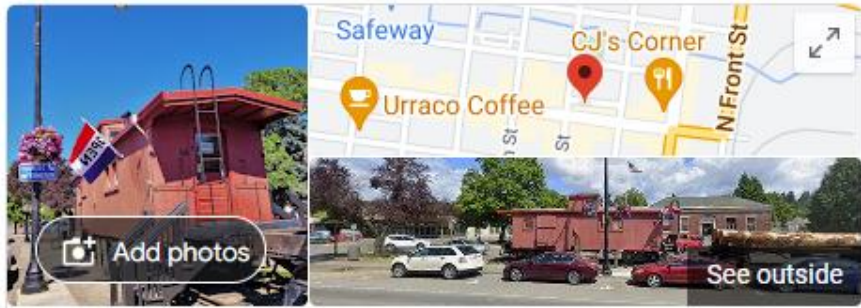
We saw visitors from **in-state** cities such as Tacoma, Olympia, Seattle, Allyn, Union, Belfair, and residents within Shelton. We took care of **69** in-state visitors.

There were many visitors from **out of state** such as: Wyoming, Arkansas, Illinois, Texas, California. We took care of **25** out of state visitors.

A few visitors said the reason they came was because they never saw the inside of the caboose and they found it to be "cute" and welcoming.







## Shelton Caboose Visitor Information Center

Website

Directions

Save

Call

4.6 ★★★★★ 7 Google reviews

Historical landmark in Shelton, Washington

Newest



**Luis Hernandez Lopez**  
Local Guide • 7 reviews • 8 photos



★★★★★ 33 weeks ago

Reply



**Ben Coogan**  
Local Guide • 23 reviews • 27669 photos



★★★★★ Jun 11, 2023

Reply



sheltoncaboose

Edit profile

View archive



1 post 17 followers 15 following

In 1983, I was brought to Shelton and set in place behind "Tollie". We are best friends. I serve as Mason County Chamber's Visitor Information Center.

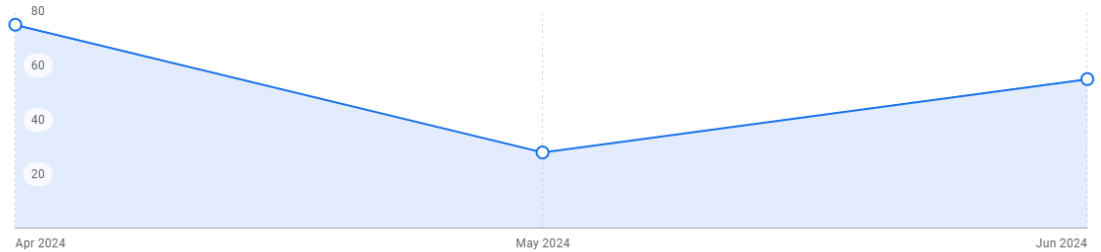
# GOOGLE LANDING PAGE *Analytics and Traffic*



158

Business Profile interactions ⓘ

↘ -25.1% (vs Apr 2023–Jun 2023)



1,437

👁 People viewed your Business Profile

↘ -16.8% (vs Apr 2023–Jun 2023)

### Platform and device breakdown

Platform and devices that people used to find your profile



● 1,050 • 73%  
Google Maps – mobile

● 254 • 18%  
Google Search – mobile

● 85 • 6%  
Google Search – desktop

● 48 • 3%  
Google Maps – desktop

670

🔍 Searches showed your Business Profile in the search results

↘ -22.5% (vs Apr 2023–Jun 2023)

### Searches breakdown

Search terms that showed your Business Profile in the search results

1. attractions	367
2. visitor center	270
3. caboose	33
4. historical landmark	< 15
5. hoh rainforest - olympic national park, upper hoh road...	< 15

See more



# EXPANDED HOURS AND SPECIAL EVENT SUPPORT

This summer, the Chamber has utilized a summer intern to extend visitor information center services beyond regular contracted hours.

By staffing the visitor centers during downtown events and festivals, we are able to augment the service we offer and ensure that visitors receive timely and valuable information.

This initiative supports our commitment to providing an excellent visitor experience and enriches the intern's experience with real-world skills in hospitality and public relations.







*2<sup>nd</sup> Quarter 2024*

# VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton LTAC & Council by the  
Shelton-Mason County Chamber of Commerce

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview

	2024 Budget	2024 thru June	2024 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	15,437,793	8,211,626	15,901,353	463,560	3.0%
Expenditures	15,565,271	7,031,457	15,310,192	255,079	1.6%
Net Revenues Less Expenditures	(127,478)	1,180,169	591,162	718,640	
Beginning Fund Balance	5,376,171		5,376,171		
Ending Fund Balance	5,248,693 33.7%		5,967,333 38.3%		
<u>Ending Fund Balance Breakdown:</u>					
Reserved - 20% of Budget	3,113,054		3,113,054		
Unreserved Fund Balance	2,135,639		2,854,278		
<b>Total Fund Balance</b>	<b>5,248,693</b>		<b>5,967,333</b>		

### Summary

2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2022 and 2023 amounts included in this report are unaudited.

Analysis through June shows an overall Positive budget variance of \$719 thousand.

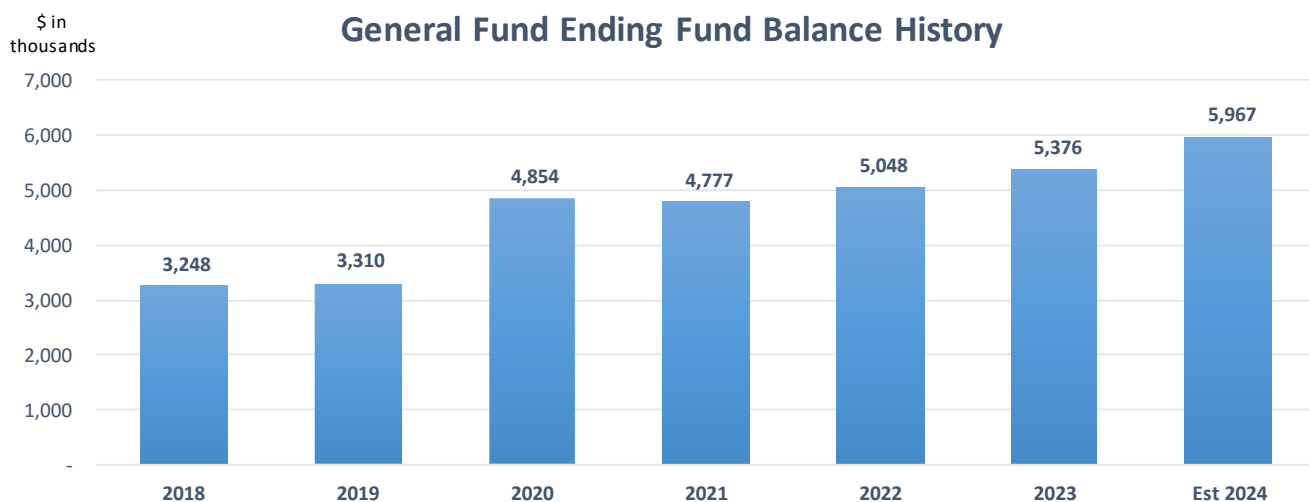
General Fund Reserves are estimated to end the year at \$5.9 million, or 38.3% of 2024 budgeted expenditures.

### Revenue Overview

Revenues are currently estimated to end the year approximately \$464 thousand, or 3.0% more than budgeted.

### Expenditure Overview

Expenditures are currently estimated to end the year approximately \$255 thousand, or 1.6% less than budgeted.



# June 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Revenues

Revenue Categories	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,997,899	1,565,995	2,997,899	-	0.0%
Sales & Use	3,525,360	1,773,157	3,546,310	20,950	0.6%
City Utility	1,448,082	793,103	1,509,150	61,068	4.2%
Non-City Utility	1,341,400	718,747	1,347,229	5,829	0.4%
Business & Occupation	1,308,110	687,317	1,308,110	-	0.0%
Other	53,930	36,051	62,302	8,372	15.5%
Licenses & Permits	295,050	142,345	288,693	(6,357)	-2.2%
Intergovernmental Revenue	669,070	484,388	810,933	141,863	21.2%
Charges for Goods/Services	3,527,342	1,631,538	3,508,520	(18,822)	-0.5%
Fines and Penalties	92,550	37,340	63,930	(28,620)	-30.9%
Miscellaneous Revenue	132,000	341,646	411,277	279,277	211.6%
Transfers In	47,000	-	47,000	-	0.0%
<b>Total Revenues</b>	<b>15,437,793</b>	<b>8,211,626</b>	<b>15,901,353</b>	<b>463,560</b>	<b>3.0%</b>

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

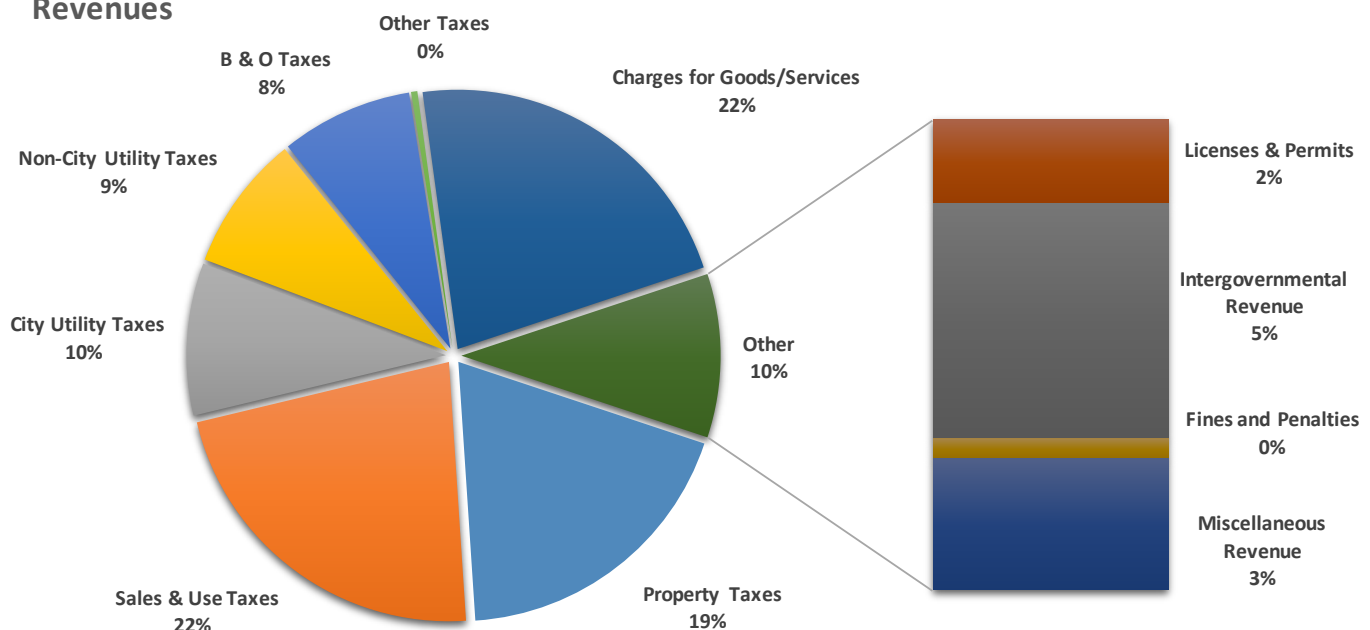
Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

**Intergovernmental:** Over budget due to Alternative Response and Criminal Justice Training grants.

**Miscellaneous:** Over budget due to abatement lein of \$36k and opioid settlement of \$126k.

#### 2024 Estimated General Fund Revenues





# June 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Expenditures

Department	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>City Clerk</b>	261,013	106,383	240,249	20,764	8.0%
<b>City Council</b>	75,963	37,824	74,809	1,154	1.5%
<b>City Manager</b>					
City Manager	450,094	227,908	450,017	77	0.0%
Legal	375,170	169,762	363,970	11,200	3.0%
Detentions/Corrections-Contract	504,390	71,334	430,000	74,390	14.7%
Human Resources	161,119	63,776	154,933	6,186	3.8%
Risk Management	124,367	106,160	143,732	(19,365)	-15.6%
<b>Community &amp; Economic Development</b>					
Animal Control	174,435	133,961	263,586	(89,151)	-51.1%
Code Enforcement	157,780	94,012	194,731	(36,951)	-23.4%
Community Development	757,066	305,583	750,268	6,798	0.9%
<b>Parks &amp; Facilities</b>					
Civic Center Activities	59,588	25,751	55,287	4,301	7.2%
Facility Services	747,243	336,176	767,165	(19,922)	-2.7%
Parks & Recreation	666,958	308,575	668,562	(1,604)	-0.2%
<b>Finance</b>					
Finance	1,421,224	664,193	1,400,860	20,364	1.4%
Information Technology	418,643	183,725	390,013	28,630	6.8%
<b>Fire &amp; Emergency Services</b>	2,583,353	1,254,706	2,544,293	39,060	1.5%
<b>Municipal Court</b>	730,375	391,956	753,681	(23,306)	-3.2%
<b>Non-Departmental</b>	826,530	168,324	752,883	73,647	8.9%
<b>Police</b>	4,127,310	2,049,390	4,070,124	57,186	1.4%
<b>Public Works</b>	942,650	331,961	841,029	101,621	10.8%
<b>Total Expenditures</b>	<b>15,565,271</b>	<b>7,031,457</b>	<b>15,310,192</b>	<b>255,079</b>	<b>1.6%</b>

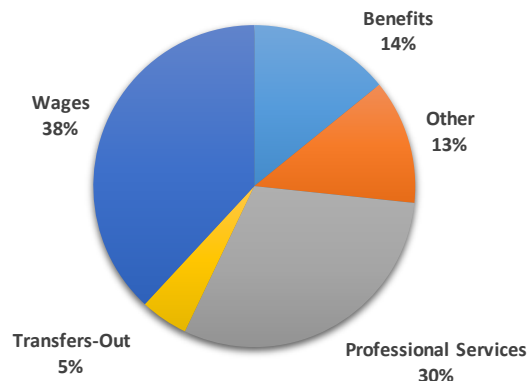
\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

Variance analysis for expenditures is provided for particular departments which have an estimated actual amount that differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

None

### 2024 Estimated General Fund Expenditures



# June 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Year-to-Year

	2022 Actual	2023 Actual	2024 Budget	2024 thru June	2024 Est Actual
<b>Beginning Fund Balance</b>	<b>4,777,607</b>	<b>5,047,799</b>	<b>5,376,171</b>	<b>5,376,171</b>	<b>5,376,171</b>
<b>Revenues</b>					
Taxes:					
Property	2,546,998	2,788,309	2,997,899	1,565,995	2,997,899
Sales & Use	3,436,648	3,595,781	3,525,360	1,773,157	3,546,310
City Utility	1,474,584	1,528,927	1,448,082	793,103	1,509,150
Non-City Utility	1,205,659	1,290,740	1,341,400	718,747	1,347,229
Business & Occupation	985,461	802,272	1,308,110	687,317	1,308,110
Other	60,421	76,386	53,930	36,051	62,302
Licenses & Permits	306,329	306,906	295,050	142,345	288,693
Intergovernmental Revenue	2,147,469	592,006	669,070	484,388	810,933
Charges for Goods/Services	3,060,577	3,423,381	3,527,342	1,631,538	3,508,520
Fines and Penalties	51,581	49,639	92,550	37,340	63,930
Miscellaneous Revenue	260,291	397,855	132,000	341,646	411,277
Transfers In	128	87,712	47,000	-	47,000
<b>Total Revenues</b>	<b>15,536,147</b>	<b>14,939,914</b>	<b>15,437,793</b>	<b>8,211,626</b>	<b>15,901,353</b>
<b>Expenditures</b>					
<b>City Clerk</b>	238,028	226,373	261,013	91,230	249,771
<b>City Council</b>	77,768	63,480	75,963	32,374	75,396
<b>City Manager</b>					
City Manager	344,279	408,587	450,094	195,892	455,081
Legal	277,979	343,008	375,170	141,032	370,180
Detentions/Corrections-Contract	339,327	203,718	504,390	66,005	479,000
Human Resources	327,848	274,902	161,119	57,143	164,283
Risk Management	136,360	143,699	124,367	97,836	142,652
<b>Community &amp; Economic Development</b>					
Animal Control	83,700	104,441	174,435	133,961	263,586
Code Enforcement	81,285	175,504	157,780	94,012	194,731
Community Development	563,250	707,010	757,066	305,583	750,268
<b>Parks &amp; Facilities</b>					
Civic Center Activities	51,915	56,058	59,588	22,084	58,307
Facility Services	652,720	676,755	747,243	287,758	758,728
Parks & Recreation	575,245	620,303	666,958	254,820	667,253
<b>Finance</b>					
Finance	1,079,083	1,124,192	1,421,224	570,349	1,402,933
Information Technology	374,562	449,597	418,643	159,404	396,493
<b>Fire &amp; Emergency Services</b>	1,690,846	2,491,434	2,583,353	1,054,349	2,555,373
<b>Municipal Court</b>	666,977	744,467	730,375	333,686	745,830
<b>Non-Departmental</b>	3,194,929	1,338,292	826,530	135,111	750,529
<b>Police</b>	3,613,017	3,736,337	4,127,310	1,783,635	4,065,409
<b>Public Works</b>	896,836	723,386	942,650	283,695	855,867
<b>Total Expenditures</b>	<b>15,265,955</b>	<b>14,611,542</b>	<b>15,565,271</b>	<b>6,099,958</b>	<b>15,401,671</b>
Net Revenues less Expenditures	270,192	328,372	(127,478)	2,111,669	499,683
<b>Ending Fund Balance</b>	<b>5,047,799</b>	<b>5,376,171</b>	<b>5,248,693</b>	<b>7,487,840</b>	<b>5,875,854</b>
General Fund Reserves	5,047,799	5,376,171	5,248,693		5,875,854
based on same year actuals/budget	33.1%	36.8%	33.7%		38.2%

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### General Fund Month-to-Month

	2022 thru June	2023 thru June	2024 thru June	2024 - 2023 Variance		% of Budget
Revenues						
Taxes:						
Property	1,396,522	1,521,435	1,565,995	44,560	2.9%	52.2%
Sales & Use	1,645,354	1,700,396	1,773,157	72,760	4.3%	50.3%
City Utility	740,929	735,930	793,103	57,172	7.8%	54.8%
Non-City Utility	681,370	731,399	718,747	(12,652)	-1.7%	53.6%
Business & Occupation	599,724	447,714	687,317	239,603	53.5%	52.5%
Other	27,723	31,404	36,051	4,647	14.8%	66.8%
Licenses & Permits	166,547	150,558	142,345	(8,212)	-5.5%	48.2%
Intergovernmental Revenue	360,422	374,712	484,388	109,676	29.3%	72.4%
Charges for Goods/Services	1,592,606	1,785,212	1,631,538	(153,674)	-8.6%	46.3%
Fines and Penalties	27,324	25,415	37,340	11,925	46.9%	40.3%
Miscellaneous Revenue	108,446	169,378	341,646	172,268	101.7%	258.8%
Transfers In	-	-	-	-		0.0%
Total Revenues	7,346,965	7,673,553	8,211,626	538,074	7.0%	53.2%
Expenditures						
City Clerk	129,982	121,757	106,383	(15,374)	-12.6%	40.8%
City Council	43,031	32,142	37,824	5,681	17.7%	49.8%
City Manager						
City Manager	193,645	227,037	227,908	871	0.4%	50.6%
Legal	124,116	142,068	169,762	27,693	19.5%	45.2%
Detentions/Corrections-Contrac	171,745	65,533	71,334	5,801	8.9%	14.1%
Human Resources	182,360	178,383	63,776	(114,607)	-64.2%	39.6%
Risk Management	83,520	99,040	106,160	7,120	7.2%	85.4%
Community & Economic Development						
Animal Control	38,562	42,486	133,961	91,476	215.3%	76.8%
Code Enforcement	36,866	105,855	94,012	(11,843)	-11.2%	59.6%
Community Development	275,842	340,558	305,583	(34,976)	-10.3%	40.4%
Parks & Facilities						
Civic Center Activities	24,827	31,804	25,751	(6,053)	-19.0%	43.2%
Facility Services	296,675	327,626	336,176	8,551	2.6%	45.0%
Parks & Recreation	243,410	316,513	308,575	(7,938)	-2.5%	46.3%
Finance						
Finance	466,640	623,156	664,193	41,037	6.6%	46.7%
Information Technology	136,611	207,838	183,725	(24,113)	-11.6%	43.9%
Fire & Emergency Services	843,602	1,245,904	1,254,706	8,802	0.7%	48.6%
Municipal Court	324,853	396,084	391,956	(4,129)	-1.0%	53.7%
Non-Departmental	114,320	113,672	168,324	54,652	48.1%	20.4%
Police	1,830,319	1,935,831	2,049,390	113,559	5.9%	49.7%
Public Works	452,917	344,211	331,961	(12,250)	-3.6%	35.2%
Total Expenditures	6,013,844	6,897,499	7,031,457	133,958	1.9%	45.2%

This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through June which is 50.0% of the year.

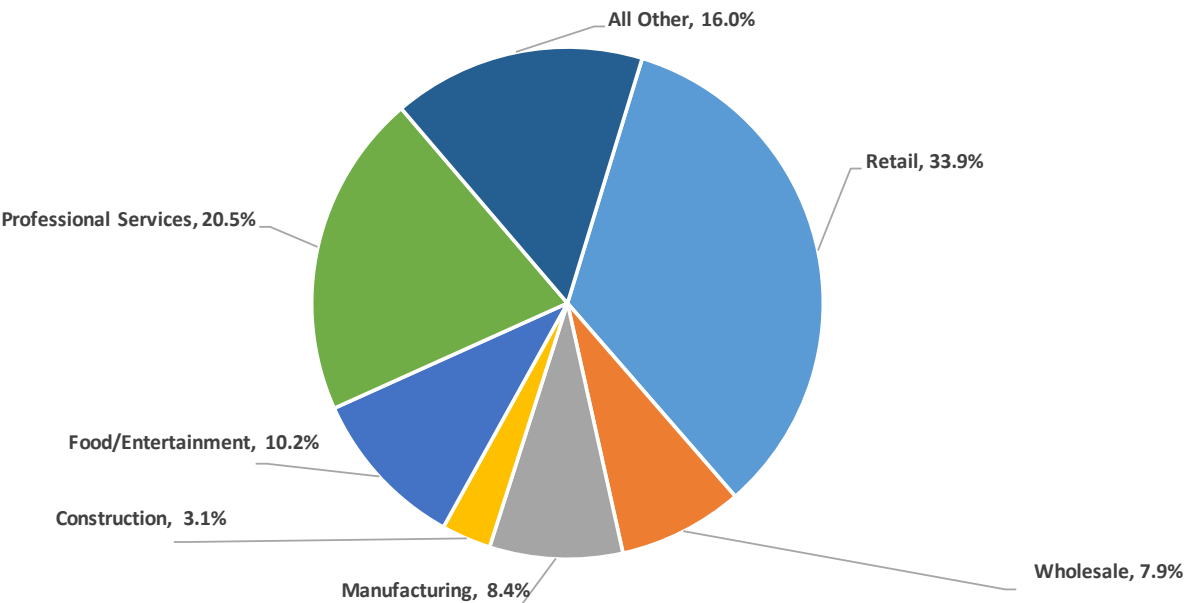


# June 2024 Monthly Financial Report

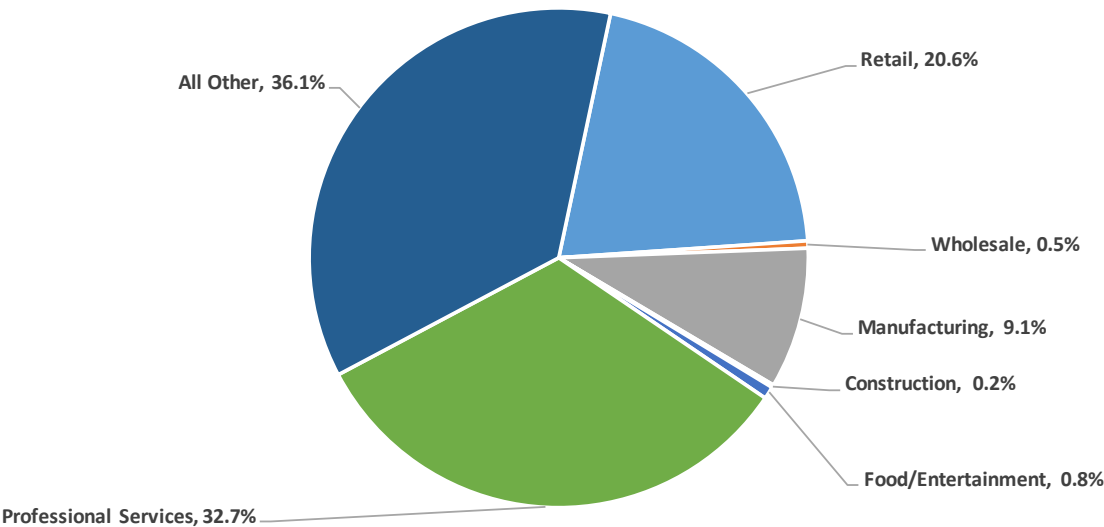
## City of Shelton, Washington

### Sales Tax Breakdown by Type

2024 thru June



June 2024



# June 2024 Monthly Financial Report

## City of Shelton, Washington

### Fund Balances

Fund	2024 Beginning Fund Balance	2024 Estimated Revenue	2024 Estimated Expenditure	2024 Estimated Fund Balance	\$ Change	% Change
<b>City-wide Fund Balances</b>						
General Fund	5,376,171	15,901,353	15,310,192	5,967,333	591,162	11.0%
Street Fund	697,708	1,808,833	1,944,901	561,640	(136,068)	-19.5%
Capital Resource Funds						
Real Estate Excise Tax -1	564,950	119,474	102,570	581,854	16,904	3.0%
Real Estate Excise Tax -2	785,498	124,912	90,000	820,410	34,912	4.4%
Transport Benefit District	1,527,227	25,000	832,000	720,227	(807,000)	-52.8%
Traffic Impact Fees	786,725	51,582	-	838,307	51,582	6.6%
General Resources	1,181,350	30,969	23,000	1,189,319	7,969	0.7%
Tourism Fund	81,739	50,500	97,248	34,991	(46,748)	-57.2%
Bond Fund	7,592	180,100	180,100	7,592	-	0.0%
Capital Improvement Fund	663,979	1,906,135	1,787,320	782,794	118,815	17.9%
Water Fund	2,485,233	3,310,080	4,399,887	1,395,426	(1,089,807)	-43.9%
Water Capital Fund	1,092,787	2,889,041	2,243,270	1,738,558	645,771	59.1%
Sewer Fund	4,439,434	7,071,696	7,941,749	3,569,381	(870,053)	-19.6%
Sewer Capital Fund	662,153	4,195,370	3,659,230	1,198,293	536,140	81.0%
Solid Waste Fund	294,543	132,070	154,929	271,684	(22,859)	-7.8%
Storm Drainage Fund	1,278,325	1,697,539	2,121,907	853,957	(424,368)	-33.2%
Storm Drainage Capital Fund	10,854	395,000	395,000	10,854	-	0.0%
Payroll Benefits Fund	220,708	86,410	108,988	198,131	(22,578)	-10.2%
Equipment Rental Fund	411,211	774,370	699,175	486,406	75,195	18.3%
Firefighters Pension Fund	387,414	23,908	70,604	340,718	(46,696)	-12.1%
Library Endowment Fund	128,936	1,500	24,000	106,436	(22,500)	-17.5%
<b>City-wide Fund Totals</b>	<b>23,084,537</b>	<b>40,775,842</b>	<b>42,186,070</b>	<b>21,674,309</b>	<b>(1,410,228)</b>	<b>-6.1%</b>

### City-Wide FTE by Fund

General Fund	2023 Revised	2024 Budget	June 30 Vacancies
City Council	7.00	7.00	-
Municipal Court	4.50	5.03	-
City Clerk*	2.00	1.50	-
City Manager	2.00	2.00	-
Human Resources	2.85	1.00	-
Information Technology	1.15	1.00	-
Finance	7.00	9.50	0.50
Public Works	5.10	4.60	1.00
Police	21.00	21.00	3.00
Community Development	5.85	5.85	1.00
Parks, Rec & Facilities	8.00	7.00	-
<b>Total General Fund</b>	<b>66.45</b>	<b>65.48</b>	<b>5.50</b>

Other City Funds	2023 Revised	2024 Budget	June 30 Vacancies
Street Operating	4.65	4.65	1.00
Water Utility	8.80	8.80	0.40
Sewer Utility	11.70	11.70	2.20
Storm Drainage Utility	7.60	7.60	0.30
Equip. Maint. & Rental	1.30	1.30	0.10
<b>Total Other Funds</b>	<b>34.05</b>	<b>34.05</b>	<b>4.00</b>
<b>Total City</b>	<b>100.50</b>	<b>99.53</b>	<b>9.50</b>

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>General Fund</b>					
Taxes	10,674,781	5,574,369	10,770,999	96,218	0.9%
Licenses & Permits	295,050	142,345	288,693	(6,357)	-2.2%
Intergovernmental Revenue	669,070	484,388	810,933	141,863	21.2%
Charges for Goods/Services	3,527,342	1,631,538	3,508,520	(18,822)	-0.5%
Fines and Penalties	92,550	37,340	63,930	(28,620)	-30.9%
Miscellaneous Revenue	132,000	341,646	411,277	279,277	211.6%
Transfers In	47,000	-	47,000	-	0.0%
<b>Total Revenues</b>	<b>15,437,793</b>	<b>8,211,626</b>	<b>15,901,353</b>	<b>463,560</b>	<b>3.0%</b>
Wages	5,854,052	2,779,545	5,833,736	20,316	0.3%
Benefits	2,369,590	1,074,895	2,167,265	202,325	8.5%
Professional Services	4,664,168	1,913,332	4,657,588	6,580	0.1%
Transfers-Out	818,530	160,575	735,500	83,030	10.1%
Other	1,858,931	1,103,111	1,916,103	(57,172)	-3.1%
<b>Total Expenditures</b>	<b>15,565,271</b>	<b>7,031,457</b>	<b>15,310,192</b>	<b>255,079</b>	<b>1.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>(127,478)</b>	<b>1,180,169</b>	<b>591,162</b>	<b>718,640</b>	
<b>Street Fund</b>					
Taxes	675,000	361,436	675,000	-	0.0%
Licenses & Permits	10,000	20,486	20,486	10,486	104.9%
Intergovernmental Revenue	199,000	94,535	189,070	(9,930)	-5.0%
Charges for Goods/Services	106,120	54,920	109,840	3,720	3.5%
Miscellaneous Revenue	1,500	20,811	24,437	22,937	1529.1%
Transfers In	790,000	-	790,000	-	0.0%
<b>Total Revenues</b>	<b>1,781,620</b>	<b>552,189</b>	<b>1,808,833</b>	<b>27,213</b>	<b>1.5%</b>
Wages	387,638	217,129	434,250	(46,612)	-12.0%
Benefits	180,622	96,788	193,560	(12,938)	-7.2%
Professional Services	397,440	54,176	381,760	15,680	3.9%
Other	921,058	507,739	935,331	(14,273)	-1.5%
<b>Total Expenditures</b>	<b>1,886,758</b>	<b>875,831</b>	<b>1,944,901</b>	<b>(58,143)</b>	<b>-3.1%</b>
<b>Net Revenues Less Expenditures</b>	<b>(105,138)</b>	<b>(323,643)</b>	<b>(136,068)</b>	<b>(30,930)</b>	
<b>Capital Resources - Real Estate Excise Tax - 1 (REET-1)</b>					
Taxes	52,500	81,825	100,000	47,500	90.5%
Miscellaneous Revenue	-	13,088	19,474	19,474	
<b>Total Revenues</b>	<b>52,500</b>	<b>94,913</b>	<b>119,474</b>	<b>66,974</b>	<b>127.6%</b>
Transfers-Out	102,570	11,237	102,570	-	0.0%
<b>Total Expenditures</b>	<b>102,570</b>	<b>11,237</b>	<b>102,570</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(50,070)</b>	<b>83,675</b>	<b>16,904</b>	<b>66,974</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Capital Resources - Real Estate Excise Tax - 2 (REET-2)</b>					
Taxes	52,500	81,825	100,000	47,500	90.5%
Miscellaneous Revenue	-	16,953	24,912	24,912	
<b>Total Revenues</b>	<b>52,500</b>	<b>98,777</b>	<b>124,912</b>	<b>72,412</b>	<b>137.9%</b>
Transfers-Out	90,000	45,000	90,000	-	0.0%
<b>Total Expenditures</b>	<b>90,000</b>	<b>45,000</b>	<b>90,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(37,500)</b>	<b>53,777</b>	<b>34,912</b>	<b>72,412</b>	
<b>Capital Resources -Transportation Benefit District (TBD)</b>					
Miscellaneous Revenue	-	21,454	25,000	25,000	
Transfers In	-	-	-	-	
<b>Total Revenues</b>	<b>-</b>	<b>21,454</b>	<b>25,000</b>	<b>25,000</b>	
Transfers-Out	832,000	542,000	832,000	-	0.0%
<b>Total Expenditures</b>	<b>832,000</b>	<b>542,000</b>	<b>832,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(832,000)</b>	<b>(520,546)</b>	<b>(807,000)</b>	<b>25,000</b>	
<b>Capital Resources - Traffic Impact Fees (TIF)</b>					
Charges for Goods/Services	80,000	4,701	25,000	(55,000)	-68.8%
Miscellaneous Revenue	-	17,149	26,582	26,582	
<b>Total Revenues</b>	<b>80,000</b>	<b>21,850</b>	<b>51,582</b>	<b>(28,418)</b>	<b>-35.5%</b>
Transfers-Out	-	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Revenues Less Expenditures</b>	<b>80,000</b>	<b>21,850</b>	<b>51,582</b>	<b>(28,418)</b>	
<b>Capital Resources - General</b>					
Intergovernmental Revenue	-	-	-	-	
Miscellaneous Revenue	-	27,519	30,969	30,969	
<b>Total Revenues</b>	<b>-</b>	<b>27,519</b>	<b>30,969</b>	<b>30,969</b>	
Transfers-Out	23,000	-	23,000	-	0.0%
<b>Total Expenditures</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(23,000)</b>	<b>27,519</b>	<b>7,969</b>	<b>30,969</b>	
<b>Tourism Fund</b>					
Taxes	48,000	26,525	48,000	-	0.0%
Miscellaneous Revenue	100	2,181	2,500	2,400	2400.0%
<b>Total Revenues</b>	<b>48,100</b>	<b>28,706</b>	<b>50,500</b>	<b>2,400</b>	<b>5.0%</b>
Professional Services	97,248	22,750	97,248	-	0.0%
<b>Total Expenditures</b>	<b>97,248</b>	<b>22,750</b>	<b>97,248</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(49,148)</b>	<b>5,956</b>	<b>(46,748)</b>	<b>2,400</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Bond Fund</b>					
Taxes	-	-	-	-	
Transfers In	180,100	-	180,100	-	0.0%
<b>Total Revenues</b>	<b>180,100</b>	<b>-</b>	<b>180,100</b>	<b>-</b>	<b>0.0%</b>
Other	180,100	42,550	180,100	-	0.0%
<b>Total Expenditures</b>	<b>180,100</b>	<b>42,550</b>	<b>180,100</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>(42,550)</b>	<b>-</b>	<b>-</b>	

<b>Capital Improvement Fund</b>					
Intergovernmental Revenue	1,074,500	243,949	1,074,500	-	0.0%
Charges for Goods/Services	20,000	128,635	128,635	108,635	543.2%
Transfers In	703,000	703,000	703,000	-	0.0%
<b>Total Revenues</b>	<b>1,797,500</b>	<b>1,075,584</b>	<b>1,906,135</b>	<b>108,635</b>	<b>6.0%</b>
Professional Services	-	32,759	65,520	(65,520)	
Other	1,797,500	731,181	1,721,800	75,700	1.3%
<b>Total Expenditures</b>	<b>1,797,500</b>	<b>763,940</b>	<b>1,787,320</b>	<b>10,180</b>	<b>0.6%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>311,644</b>	<b>118,815</b>	<b>118,815</b>	

<b>Water Fund</b>					
Charges for Goods/Services	3,206,210	1,602,720	3,196,804	(9,406)	-0.3%
Miscellaneous Revenue	46,100	67,379	113,276	67,176	145.7%
<b>Total Revenues</b>	<b>3,252,310</b>	<b>1,670,099</b>	<b>3,310,080</b>	<b>57,770</b>	<b>1.8%</b>
Wages	741,496	359,040	734,350	7,146	1.0%
Benefits	303,167	156,007	307,813	(4,646)	-1.5%
Professional Services	251,667	118,194	251,370	297	0.1%
Transfers-Out	1,031,000	1,031,000	1,031,000	-	0.0%
Other	2,017,752	922,609	2,075,354	(57,602)	-2.9%
<b>Total Expenditures</b>	<b>4,345,082</b>	<b>2,586,850</b>	<b>4,399,887</b>	<b>(54,805)</b>	<b>-1.3%</b>
<b>Net Revenues Less Expenditures</b>	<b>(1,092,772)</b>	<b>(916,751)</b>	<b>(1,089,807)</b>	<b>2,965</b>	

<b>Water Capital Fund</b>					
Intergovernmental Revenue	48,500	1,821,212	1,858,041	1,809,541	3731.0%
Transfers In	1,031,000	1,031,000	1,031,000	-	0.0%
<b>Total Revenues</b>	<b>1,079,500</b>	<b>2,852,212</b>	<b>2,889,041</b>	<b>1,809,541</b>	<b>167.6%</b>
Other	1,079,500	1,846,040	2,243,270	(1,163,770)	-107.8%
<b>Total Expenditures</b>	<b>1,079,500</b>	<b>1,846,040</b>	<b>2,243,270</b>	<b>(1,163,770)</b>	<b>-107.8%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>1,006,172</b>	<b>645,771</b>	<b>645,771</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Sewer Fund</b>					
Charges for Goods/Services	6,757,539	3,473,139	6,921,070	163,531	2.4%
Miscellaneous Revenue	18,000	106,074	150,626	132,626	736.8%
<b>Total Revenues</b>	<b>6,775,539</b>	<b>3,579,213</b>	<b>7,071,696</b>	<b>296,157</b>	<b>4.4%</b>
Wages	967,051	473,801	952,880	14,171	1.5%
Benefits	437,406	203,326	412,620	24,786	5.7%
Professional Services	422,085	256,135	490,200	(68,115)	-16.1%
Transfers-Out	1,294,000	1,294,000	1,294,000	-	0.0%
Other	4,815,614	2,737,460	4,792,050	23,564	0.5%
<b>Total Expenditures</b>	<b>7,936,156</b>	<b>4,964,723</b>	<b>7,941,749</b>	<b>(5,593)</b>	<b>-0.1%</b>
<b>Net Revenues Less Expenditures</b>	<b>(1,160,617)</b>	<b>(1,385,510)</b>	<b>(870,053)</b>	<b>290,564</b>	
<b>Sewer Capital Fund</b>					
Intergovernmental Revenue	5,216,500	26,437	2,901,370	(2,315,130)	-44.4%
Transfers In	1,294,000	1,294,000	1,294,000	-	0.0%
<b>Total Revenues</b>	<b>6,510,500</b>	<b>1,320,437</b>	<b>4,195,370</b>	<b>-</b>	<b>0.0%</b>
Other	6,510,500	62,539	3,659,230	2,851,270	43.8%
<b>Total Expenditures</b>	<b>6,510,500</b>	<b>62,539</b>	<b>3,659,230</b>	<b>2,851,270</b>	<b>43.8%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>1,257,899</b>	<b>536,140</b>	<b>536,140</b>	
<b>Solid Waste Fund</b>					
Intergovernmental Revenue	124,500	111,715	124,500	-	0.0%
Miscellaneous Revenue	-	5,589	7,570	7,570	
<b>Total Revenues</b>	<b>124,500</b>	<b>117,304</b>	<b>132,070</b>	<b>7,570</b>	<b>6.1%</b>
Professional Services	42,000	17,235	34,470	7,530	17.9%
Other	134,438	119,944	120,459	13,979	10.4%
<b>Total Expenditures</b>	<b>176,438</b>	<b>137,179</b>	<b>154,929</b>	<b>21,509</b>	<b>12.2%</b>
<b>Net Revenues Less Expenditures</b>	<b>(51,938)</b>	<b>(19,875)</b>	<b>(22,859)</b>	<b>29,079</b>	
<b>Storm Drainage Fund</b>					
Intergovernmental Revenue	175,000	14,309	28,620	(146,380)	-83.6%
Charges for Goods/Services	1,583,130	813,136	1,630,815	47,685	3.0%
Miscellaneous Revenue	500	32,130	38,104	37,604	7520.7%
<b>Total Revenues</b>	<b>1,758,630</b>	<b>859,575</b>	<b>1,697,539</b>	<b>(61,091)</b>	<b>-3.5%</b>
Wages	595,164	270,231	572,540	22,624	3.8%
Benefits	256,842	111,203	233,866	22,976	8.9%
Professional Services	123,090	32,272	126,234	(3,144)	-2.6%
Transfers-Out	395,000	395,000	395,000	-	0.0%
Other	784,111	387,162	794,267	(10,156)	-1.3%
<b>Total Expenditures</b>	<b>2,154,207</b>	<b>1,195,868</b>	<b>2,121,907</b>	<b>32,300</b>	<b>1.5%</b>
<b>Net Revenues Less Expenditures</b>	<b>(395,577)</b>	<b>(336,293)</b>	<b>(424,368)</b>	<b>(28,791)</b>	
<b>Storm Drainage Capital Fund</b>					
Intergovernmental Revenue	-	-	-	-	
Transfers In	395,000	395,000	395,000	-	0.0%
<b>Total Revenues</b>	<b>395,000</b>	<b>395,000</b>	<b>395,000</b>	<b>-</b>	<b>0.0%</b>
Other	395,000	18,984	395,000	-	0.0%
<b>Total Expenditures</b>	<b>395,000</b>	<b>18,984</b>	<b>395,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>376,016</b>	<b>-</b>	<b>-</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



# June 2024 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

Fund	2024 Budget	2024 thru June	2024 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
<b>Payroll Benefits Fund</b>					
Charges for Goods/Services	40,000	25,632	51,260	11,260	28.2%
Miscellaneous Revenue	350	4,315	8,630	8,280	2365.7%
Transfers In	120,000	13,262	26,520	(93,480)	-77.9%
<b>Total Revenues</b>	<b>160,350</b>	<b>43,210</b>	<b>86,410</b>	<b>(73,940)</b>	<b>-46.1%</b>
Benefits	160,350	22,895	108,988	51,363	32.0%
<b>Total Expenditures</b>	<b>160,350</b>	<b>22,895</b>	<b>108,988</b>	<b>51,363</b>	<b>32.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>-</b>	<b>20,315</b>	<b>(22,578)</b>	<b>(22,578)</b>	

<b>Equipment Maint &amp; Rental Fund</b>					
Charges for Goods/Services	578,000	396,520	763,870	185,870	32.2%
Miscellaneous Revenue	5,000	9,685	10,500	5,500	110.0%
<b>Total Revenues</b>	<b>583,000</b>	<b>406,205</b>	<b>774,370</b>	<b>191,370</b>	<b>32.8%</b>
Wages	111,323	58,409	116,820	(5,497)	-4.9%
Benefits	53,852	28,095	56,200	(2,348)	-4.4%
Professional Services	22,308	297	22,198	110	0.5%
Other	384,998	326,338	503,957	(118,959)	-30.9%
<b>Total Expenditures</b>	<b>572,481</b>	<b>413,138</b>	<b>699,175</b>	<b>(126,694)</b>	<b>-22.1%</b>
<b>Net Revenues Less Expenditures</b>	<b>10,519</b>	<b>(6,933)</b>	<b>75,195</b>	<b>64,676</b>	

#### Equipment Maint & Rental Fund Notes

Patch Truck that was ordered in 2023 not received until 2024

<b>Firefighter's Pension Fund</b>					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	8,095	23,908	14,908	165.6%
Transfers In	50,000	-	-	(50,000)	-100.0%
<b>Total Revenues</b>	<b>59,100</b>	<b>8,095</b>	<b>23,908</b>	<b>(35,192)</b>	<b>-59.5%</b>
Benefits	80,600	27,031	70,604	9,996	12.4%
<b>Total Expenditures</b>	<b>80,600</b>	<b>27,031</b>	<b>70,604</b>	<b>9,996</b>	<b>12.4%</b>
<b>Net Revenues Less Expenditures</b>	<b>(21,500)</b>	<b>(18,936)</b>	<b>(46,696)</b>	<b>(25,196)</b>	

#### Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2024.

<b>Library Endowment Fund</b>					
Miscellaneous Revenue	1,600	888	1,500	(100)	-6.3%
<b>Total Revenues</b>	<b>1,600</b>	<b>888</b>	<b>1,500</b>	<b>(100)</b>	<b>-6.3%</b>
Transfers-Out	24,000	-	24,000	-	0.0%
<b>Total Expenditures</b>	<b>24,000</b>	<b>-</b>	<b>24,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Revenues Less Expenditures</b>	<b>(22,400)</b>	<b>888</b>	<b>(22,500)</b>	<b>(100)</b>	

\*2024 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 08/05/2024  
Brief Date: 08/20/2024  
Action Date: 09/03/2024

Department: Public Works  
Presented By: Jay Harris, Public Works Director

### APPROVED FOR COUNCIL PACKET:

#### ROUTE TO:

- ☒ Dept. Head
- ☐ Finance Director
- ☐ Attorney
- ☐ City Clerk
- ☐ City Manager

#### REVIEWED:

J.O.H.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAM/PROJECT TITLE:  
**Grant Acceptance Systemic  
Pedestrian Improvement Projects**

ATTACHMENTS:  
01 – Resolution 1343-0824 Grant  
Acceptance  
02 – December 2021 Local Road  
Safety Plan  
03 - Application/Project Award Notice

#### Action Requested:

- ☐ Ordinance
- ☒ Resolution
- ☒ Motion
- ☐ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 2021 SCJ Alliance prepared a Local Road Safety Plan for the City that is a data-driven analysis that rated the city roadways for traffic safety based on the top fatal and serious injury crash types. The data was then used to analyze and better understand traffic safety issues in the city and determine the top safety priority projects. The City Council adopted the City Local Road Safety Plan in January of 2022 by Resolution No. 1222-1221.

In the spring of 2022, City Staff submitted a grant application to WSDOT for the top-rated projects from the Local Road Safety Plan, and in September of 2022 the City was notified that it was awarded grant funds totaling \$1,295,000 for the safety improvements at the following locations:

1. Install rectangular rapid flashing beacons, curb extensions, street lighting, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed:
  - a. Olympic Highway N and I Street

This project grant award was used as matching funds for Olympic Highway North Road pavement rehabilitation project, reducing the street (TBD) fund matching dollars needed from the City.

2. Relocate crosswalk, install rectangular rapid flashing beacons, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed. Extend sidewalk from proposed crosswalk on Bellevue Ave. (MP 1.60) to Arcadia Ave. (MP 1.49). Across from Shelton Outfitters.
  - a. Olympic Highway S and Bellevue Ave.

3. Install rectangular rapid flashing beacons and curb ramps as needed:
  - a. W. Railroad Ave. and 3rd St.

4. Evaluate existing traffic signal at W Railroad Avenue/7th Street to assess changing permitted left-turn phasing to protected or protected/permitted left-turn phasing:
  - a. W. Railroad Ave. and 7th St.

Staff is currently working hiring a transportation engineering consultant to prepare the construction plans for the projects listed above and for the Olympic Highway North pavement rehabilitation project. The City will be utilizing the grant funds in the near future to pay for the design and construction costs.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council may elect not to accept these funds and to not proceed with these projects. The expenditure of the grant monies and projects would not move forward as intended and the grant money sent back to the granting agency (WSDOT).

BUDGET/FISCAL INFORMATION:

The grant funds awarded under this grant are \$1,295,000 in improving the intersections identified within the grant application (attached). The improvements at the intersection of "I" street and Olympic Highway North have been utilized and included as part of the Olympic Highway North TIB grant (\$3.65 million) award to improve Olympic Highway North from "C" Street to Wallace Kneeland Boulevard.

PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the Public Works Department with the City of Shelton.

STAFF RECOMMENDATION/MOTION:

I move to place the grant acceptance Resolution for the Systemic Pedestrian Improvement Projects Grant on the Council consent agenda at their September 3, 2024 Council meeting.

**RESOLUTION NO. 1343-0824**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDS IN THE AMOUNT OF \$1,295,000 FOR  
PROPOSED SYSTEMIC PEDESTRIAN IMPROVEMENT PROJECTS**

**WHEREAS**, the City applied for federal grant funds in 2022 in order to design and construct Systemic Pedestrian Improvement Projects throughout the City of Shelton; and

**WHEREAS**, these monies were awarded to the City as federal funds in the amount of \$1,295,000; and

**WHEREAS**, It makes the most sense for the City to utilize this appropriation in the design and construction of the associated improvements; and

**WHEREAS**, City Staff are prepared to proceed with design and construction with these awarded resources.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton, Washington, as follows:

1. The City Manager is authorized to accept grant funds in the amount of \$1,285,000 for the design and construction of Systemic Pedestrian Improvement Projects throughout the City of Shelton.

**INTRODUCED** on the 20<sup>th</sup> of August 2024 and **PASSED** by the City Council at its regular meeting on the 3<sup>rd</sup> of September 2024.

ATTEST:

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
City Clerk Nault

# Local Road Safety Plan

City of Shelton  
Shelton, WA

**Prepared For:**

City of Shelton

**Prepared By:**

SCJ Alliance

8730 Tallon Lane NE, Suite 200

Lacey, WA 98516

360.352.1465

December 2021



# Draft Local Road Safety Plan

## Project Information

Project: Local Road Safety Plan

Prepared for: City of Shelton  
525 W. Cota Street  
Shelton, WA 98584

## Reviewing Agency

Jurisdiction: City of Shelton

## Project Representative

Prepared by: SCJ Alliance  
8730 Tallon Lane NE, Suite 200  
Lacey, WA 98516  
360.352.1465  
scjalliance.com

Contact: Ryan Shea, PTP, Senior Transportation Planner  
Eric Johnston, PE, Vice President

Project Reference: SCJ #615.OCA

Path: N:\Projects\0615 City of Shelton\0615.OCA  
Local Road Safety Plan\04-Dels\2021-1215 Draft  
Local Road Safety Plan.docx



## Signature

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.

---

Prepared by Ryan Shea, PTP and Anne Sylvester, PTE

---

Approved by Eric Johnston, PE

# Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Purpose of the Study .....	1
1.2	Analysis Methodology .....	1
1.3	Study Area .....	1
1.4	Report Content and Organization .....	2
<b>2</b>	<b>ANALYSIS OF HISTORIC CRASH DATA .....</b>	<b>4</b>
2.1	Severe Crashes .....	4
2.2	Pedestrian and Bicycle Crashes .....	4
2.3	Corridor Crashes .....	7
2.4	Intersection Crashes .....	7
2.5	Comparison with Western Washington .....	14
<b>3</b>	<b>SELECTION OF MOST COMMON RISK FACTORS .....</b>	<b>16</b>
<b>4</b>	<b>IDENTIFICATION OF HIGH PRIORITY LOCATIONS .....</b>	<b>17</b>
4.1	Selection of High Priority Locations based on Technical Analysis .....	17
4.2	Local Input .....	17
<b>5</b>	<b>IDENTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS .....</b>	<b>20</b>
5.1	Olympic Highway N .....	20
5.2	Wallace Kneeland Boulevard .....	21
5.3	N 7 <sup>th</sup> Street .....	22
5.4	W Railroad Avenue .....	23
5.5	S 1 <sup>st</sup> Street (SR 3) .....	24
5.6	Olympic Highway S (SR 3) .....	25
5.7	Additional Local Concern Locations .....	27
<b>6</b>	<b>PRIORITIZED LIST OF COUNTERMEASURES .....</b>	<b>32</b>

## List of Tables

Table 1. Summary of Crash Data for 20 Highest Corridors .....	9
Table 2. Data Summary for Signalized Intersections with More than Five Crashes .....	11
Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes.....	12
Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes .....	15
Table 5. Countermeasure Prioritization and Cost Estimates .....	32

## List of Figures

Figure 1. Study Area and Vicinity .....	3
Figure 2. 2016-2020 Crashes in Shelton .....	5
Figure 3. 2016-2020 Severe Crashes in Shelton.....	6
Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton .....	8
Figure 5. Priority Corridors and Local Safety Concern Locations.....	19
Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations.....	20
Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing .....	22
Figure 8. W Railroad Avenue Between 8 <sup>th</sup> Street and 1 <sup>st</sup> Street.....	23
Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing .....	26
Figure 10. Mountain View Elementary School.....	28
Figure 11. Westbound Pine Street approaching N 1 <sup>st</sup> Street.....	29
Figure 12. E Fir Street approaching Magnolia Avenue.....	30
Figure 13. N 13 <sup>th</sup> Street/Shelton Springs Road Intersection .....	31

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# 1 INTRODUCTION

The City of Shelton is actively pursuing improvements to reduce crashes and enhance safety for its multimodal transportation system. As part of that effort, the city has prepared this *Local Road Safety Plan* (LRSP) following the risk-based, data-driven analytical procedures outlined in guidance provided by the Washington State Department of Transportation (WSDOT) Local Programs Division. This guidance is designed to support WSDOT's efforts to implement the *Target Zero – Washington State Strategic Highway Safety Plan* which relies on a data-based approach that analyzes crash trends and contributing factors in the development of successful crash reduction strategies.

## 1.1 Purpose of the Study

The purpose of this plan is to improve safety for different modes of transportation along city streets through the analysis of crash data, identifying and prioritizing risk factors that impact safety and establishing and prioritizing engineering countermeasures and strategies that reduce the number and severity of crashes in the city.

## 1.2 Analysis Methodology

The Local Road Safety Plan follows the WSDOT's recommended approach for developing a prioritized list of engineering countermeasures. Analysis was conducted following a multi-step process that relied on five years of crash data (2016 through 2020). The multi-step process includes:

1. Evaluate crash data to identify crashes with a fatality and/or a serious injury and characterize crash types and locations that have an average of one crash or more per year.
2. Based on this data, identify key risk factors which contribute to the crashes identified in the city of Shelton and compared to an average of risk factors for Western Washington in the aggregate. Risk factors were categorized into three priority levels based on significance in relation to the reported severe crashes.
3. Select the most common risk factors and group these by priority level based on their significance in relation to the reported severe crashes.
4. Identify and score high priority crash locations.
5. Identify countermeasures to address the types of crashes in the high priority locations.
6. Develop a prioritized list of projects including both systemic and spot improvements and cost estimates.

## 1.3 Study Area

The study area for the Shelton Local Road Safety Plan includes the entire city of Shelton. The population of Shelton was 9,834 in 2010, growing to an estimated 10,390 by 2020<sup>1</sup>. This data indicates that the population in Shelton grew by over 5.6 percent during the ten years between 2010 and 2020. The population of Mason County in 2010 was 60,699 of which Shelton represented 15.5 percent. By 2020,

---

<sup>1</sup> [https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm\\_april1\\_poptrends.pdf](https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf)

Mason County's population was estimated to increase to 65,650<sup>2</sup> of which Shelton was 15.8 percent indicating that Shelton is growing more rapidly than Mason County. Based on projections from the Washington Office of Financial Management, Shelton's population is expected to grow to approximately 85,000 by 2040, an increase of 29.5 percent<sup>3</sup>.

As the Mason County seat, Shelton is a governmental employment, health care and educational center for the county. Government is the largest employer in the county, followed by the service industry and retail industry. Shelton is also a bedroom community for persons employed in Bremerton, including the Kitsap Naval Base.

**Figure 1** illustrates the boundaries of the City of Shelton and its general location in Western Washington. The figure also identifies key roadway corridors which include US 101, Wallace Kneeland Boulevard, Olympic Highway North, Alder Street, First Street, Railroad Avenue, SR 3 (which includes portions of Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South). US 101 serves as the major roadway connection between Shelton and the region, linking to the Aberdeen/Hoquiam area to the southwest and Olympia to the southeast. As a grade-separated state highway facility with limited access, crash data from US 101 has not been included in the analysis presented in this report. Both US 101 and SR 3 are freight and commuter routes.

## 1.4 Report Content and Organization

This report is organized into six chapters, the first of which is this Introduction. **Chapter 2** identifies and discusses historic crash data in the City of Shelton (2016 through 2020) with an emphasis on what are characterized as "severe" crashes. These include crashes that result in fatalities and/or serious injury. Chapter 2 also presents historic data for bicycle and pedestrian crashes in the city. Crash data is stratified by both corridors and intersections focusing on the top twenty corridors and intersections that averaged at least one crash per year. Chapter 2 also includes a summary of risk factors by number and percent for severe crashes in Shelton in comparison with Western Washington.

**Chapter 3** documents the most common risk factors as identified through analysis of the crash data presented in Chapter 2. Risk factors were categorized into two priority levels based on significance in relation to the reported severe crashes.

**Chapter 4** identifies high priority crash locations using the Level 1 risk factors identified in Chapter 3. Each risk factor is scored on a relative scale in terms of the number of crashes that are affected by these factors. Scoring criteria include Low number of crashes associated with a specific risk factor, medium number of crashes and High number of crashes. The low, medium, and high levels are given points which are assigned to each corridor and risk factor. Total points for each corridor are summed and corridors ranked based on this total.

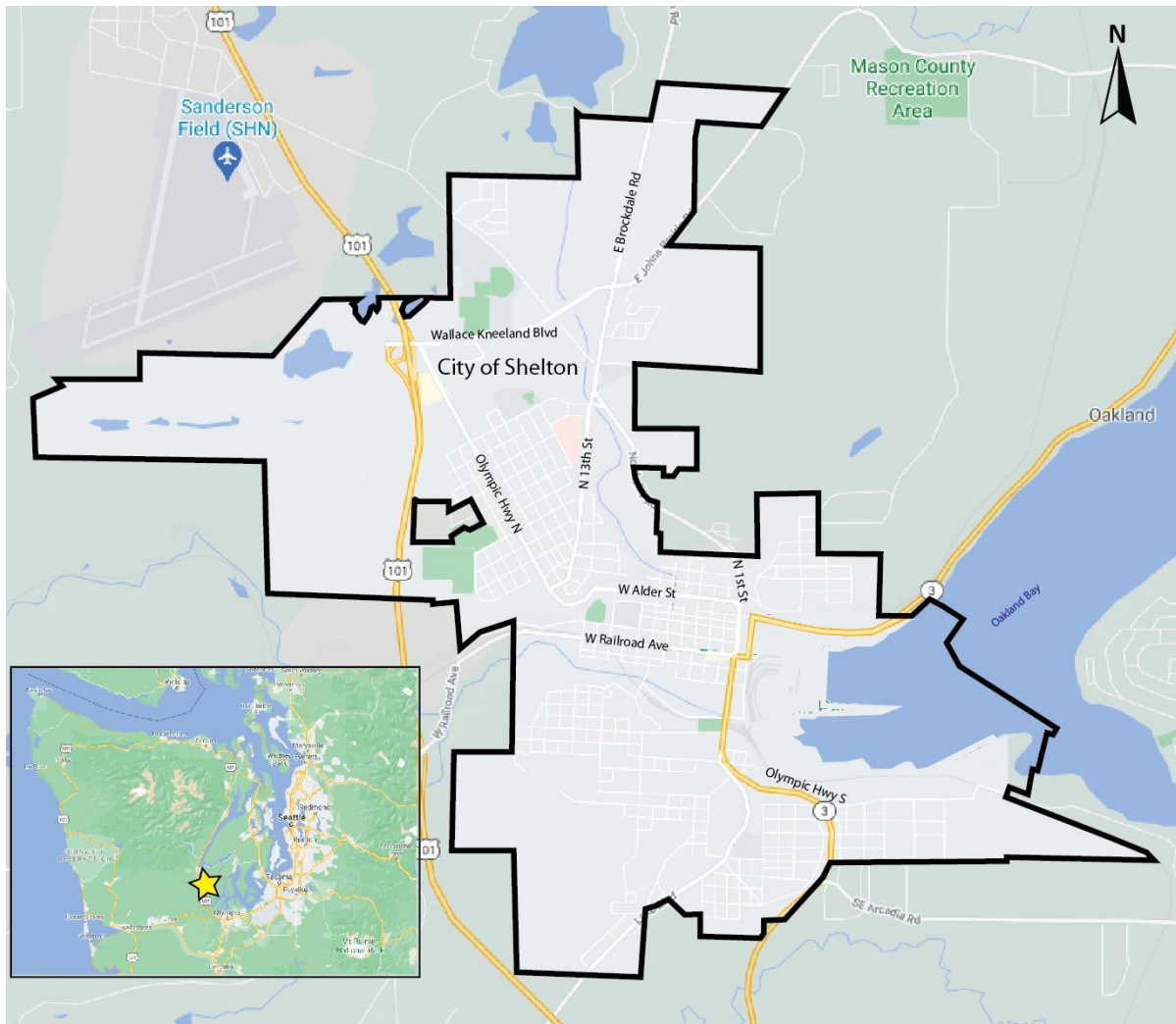
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<sup>2</sup> [https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm\\_april1\\_poptrends.pdf](https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf)

<sup>3</sup> [https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections17/GMA\\_2017\\_county\\_pop\\_projections.pdf](https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections17/GMA_2017_county_pop_projections.pdf)



**Figure 1. Study Area and Vicinity**



**Chapter 5** discusses the identification of countermeasures for each of the high priority corridors based on the likely effectiveness of the countermeasure in addressing the relevant types of crashes and risk factors at each location.

**Chapter 6** presents a further refinement of the identification of countermeasures in the high priority corridors focusing on both systemic measures that can be implemented throughout the city and spot locations where specific countermeasures can be applied. For systemic improvements, applicable locations were identified, and planning level cost estimates were prepared. For spot improvements, the discussion focuses on specific activities that can be implemented at these priority locations along with planning level cost estimates.

## 2 ANALYSIS OF HISTORIC CRASH DATA

Historical crash data was obtained for the City of Shelton for the five-year time period from January 1, 2016 through December 31, 2020. Crash data is collected by WSDOT from all crash reports completed by responding law enforcement officials. Crash data includes information related to crash circumstances, locations, driver behaviors, contributing factors, and severity including degree of injury. This data can be used to identify the factors that most clearly indicate the reasons why a crash occurred and provide the basis for developing engineering, education, or enforcement countermeasures.

WSDOT crash data included all streets within the city limits of Shelton plus portions of SR 3 along Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South. As noted in the Introduction, US 101 through the city is not included in the database or the analysis conducted for this report as it is a limited access, grade-separated facility through the city.

During the five-year analysis period, there were a total of 832 crashes with 632 crashes occurring on City-operated streets and 200 crashes occurring on SR 3 which is operated by WSDOT. **Figure 2** presents a graphic image of these crashes by location. The more intense the colors in the figure, the greater the number of crashes that occurred during the five-year period. Of particular significance for the analysis presented in this report are severe crashes and those involving bicyclists and/or pedestrians. These crashes are discussed in the following sections and illustrated in Figures 3 and 4.

### 2.1 Severe Crashes

Of the 832 total crashes on Shelton streets, two crashes resulted in a fatality and 14 resulted in a serious injury. Fatalities represent a total of 0.02 percent of all crashes in the city, while serious injuries represent a total of 1.7 percent of citywide crashes. Fatal and serious injury crashes, referred to in this report as severe crashes, are the focus of the Local Road Safety Plan. Of the 16 severe crashes, four occurred on SR 3 within the city limits, three occurred on Olympic Highway North, and the remaining nine occurred on other streets. **Figure 3** shows the location of the 16 severe collisions during the five-year study period.

Seven severe crashes occurred at intersections, and four of those crashes occurred at intersections that do not have traffic signals. None of the seven intersections experienced more than one severe crash during the 2016-2020 study period. Figure 3 does not show crashes that occurred on US 101 as this is a limited access facility under the jurisdiction of WSDOT.

### 2.2 Pedestrian and Bicycle Crashes

There were 38 total crashes in Shelton during the study period which involved a pedestrian or bicyclist. Ten, or 26 percent, of these crashes resulted in a serious injury or a fatality, eight for pedestrians and two for bicyclists. This high percentage out of all bicycle and pedestrian crashes compares to the low percentage that severe crashes represent out of total citywide crashes - less than 2 percent. This high bicycle and pedestrian percentage is indicative of the much higher level of risk assumed by vulnerable bicyclists and pedestrians as they use the multimodal transportation system.

Figure 2. 2016-2020 Crashes in Shelton

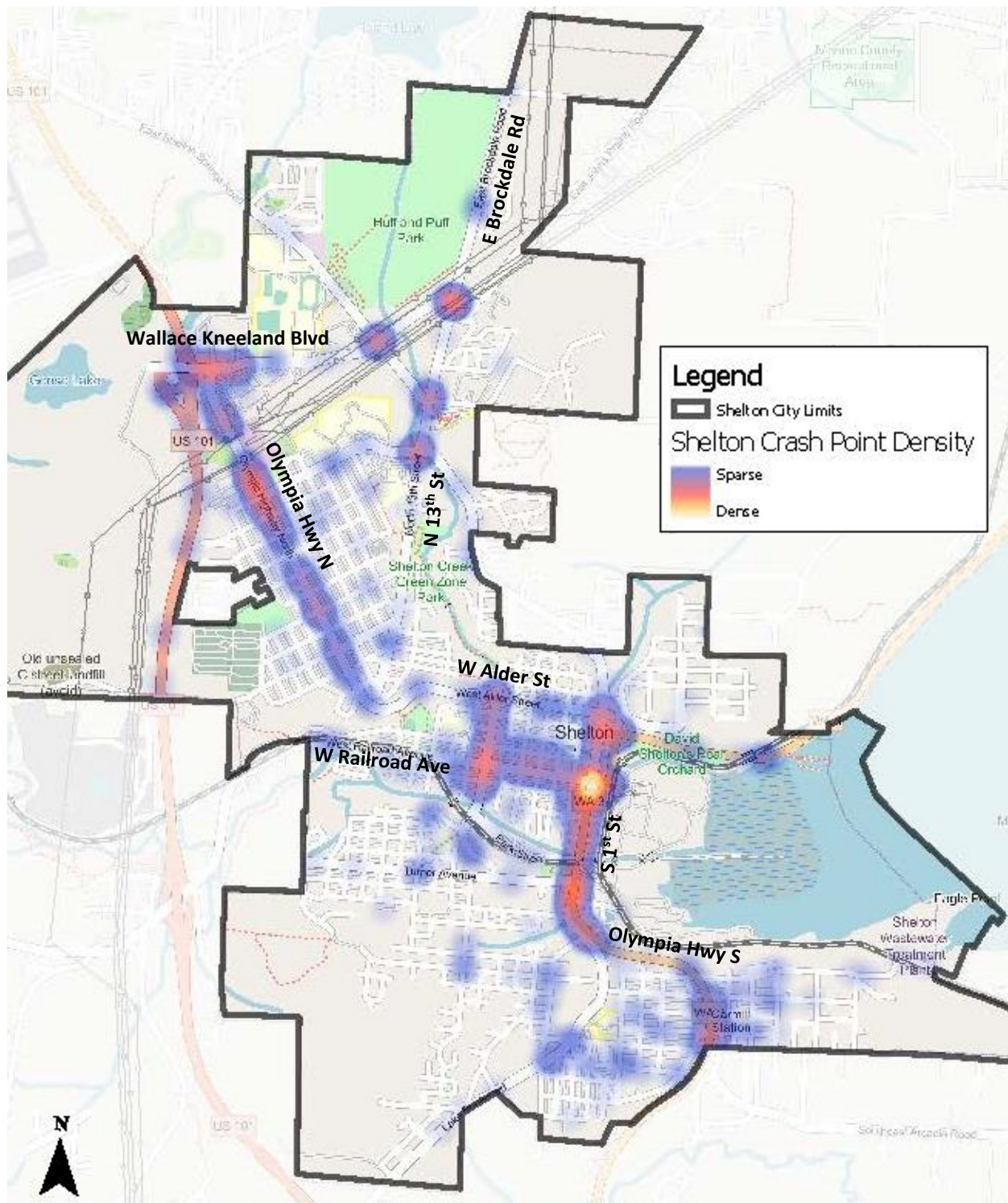
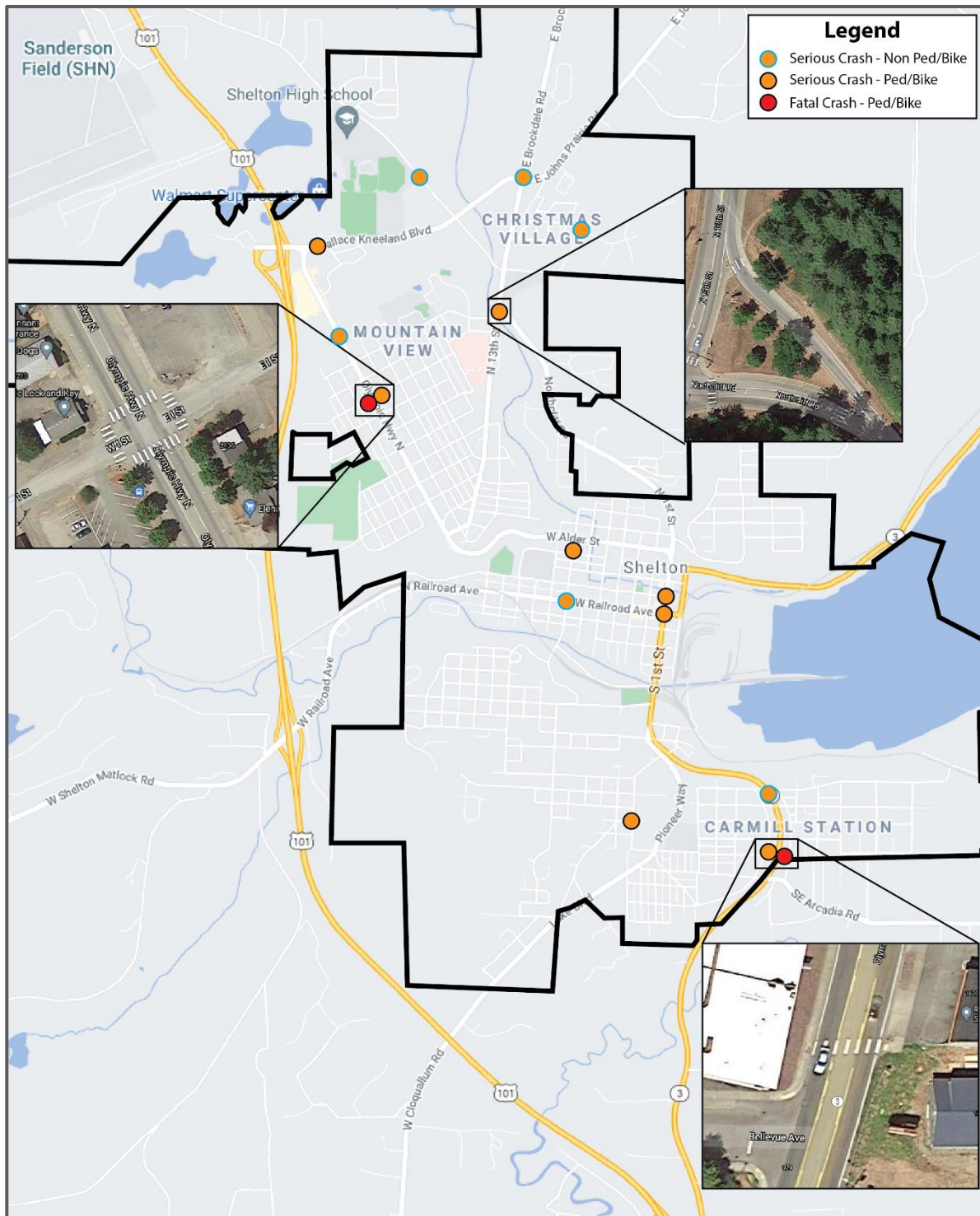




Figure 3. 2016-2020 Severe Crashes in Shelton



**Figure 4** shows the location of the pedestrian and bicycle crashes. The locations where the most severe pedestrian and bicycle crashes occurred are:

- Olympic Highway North in the vicinity of I Street (one fatal crash and one serious injury crash both of which involved pedestrians)
- SR 3 in the vicinity of Bellevue Avenue (also one fatal crash and one serious injury crash both of which involved pedestrians)
- Serious injury pedestrian crashes also occurred on:
  - Wallace Kneeland Boulevard in the vicinity of Olympic Highway North
  - 13<sup>th</sup> Street at Northcliff Road
  - SR 3 at Railroad Avenue
  - Seattle Avenue west of 2<sup>nd</sup> Street
- Serious injury bicyclist crashes also occurred on:
  - 1<sup>st</sup> Street at Franklin Street
  - 7<sup>th</sup> Street west of Pine Street

## 2.3 Corridor Crashes

The analysis of crash data included identification of the 20 street corridors within the city where the most crashes occurred. **Table 1** summarizes this data including both crashes by type and a description of key corridor characteristics such as segment length, functional classification, number of travel lanes and posted speed limit. As shown in the table, common crash types in the 20 highest corridors include rear end, sideswipe, right turns, head-on, hitting a parked vehicle, left turns, angles, hitting fixed objects, pedestrians, bicyclists (pedal cyclists) and “other”.

**South 1<sup>st</sup> Street** led the list of corridors with the highest number of crashes – 116 in five years or an average of 23 per year over its 0.40-mile length between Mill Street and Railroad Avenue. This street is a portion of SR 3 through the heart of the city and designated as a Principal Arterial.

**Olympic Highway North** between Alder Street and Wallace Kneeland Boulevard experienced 115 crashes over five years with essentially the same annual average of 23 crashes per year. This corridor is a designated Principal Arterial and a total of 1.05 miles in length.

The corridor with the third highest number of crashes over the five-year period is **Olympic Highway South**, another portion of SR 3 through the city. This highway segment is 1.25 miles long between the south city limits and Mill Street and experienced 51 crashes over five years or about ten crashes per year.

## 2.4 Intersection Crashes

This section presents a discussion of severe crashes at intersections in the City of Shelton that occurred during the five-year analysis period. **Table 2** includes data for signalized intersections, while **Table 3** shows data for unsignalized intersections.



Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton

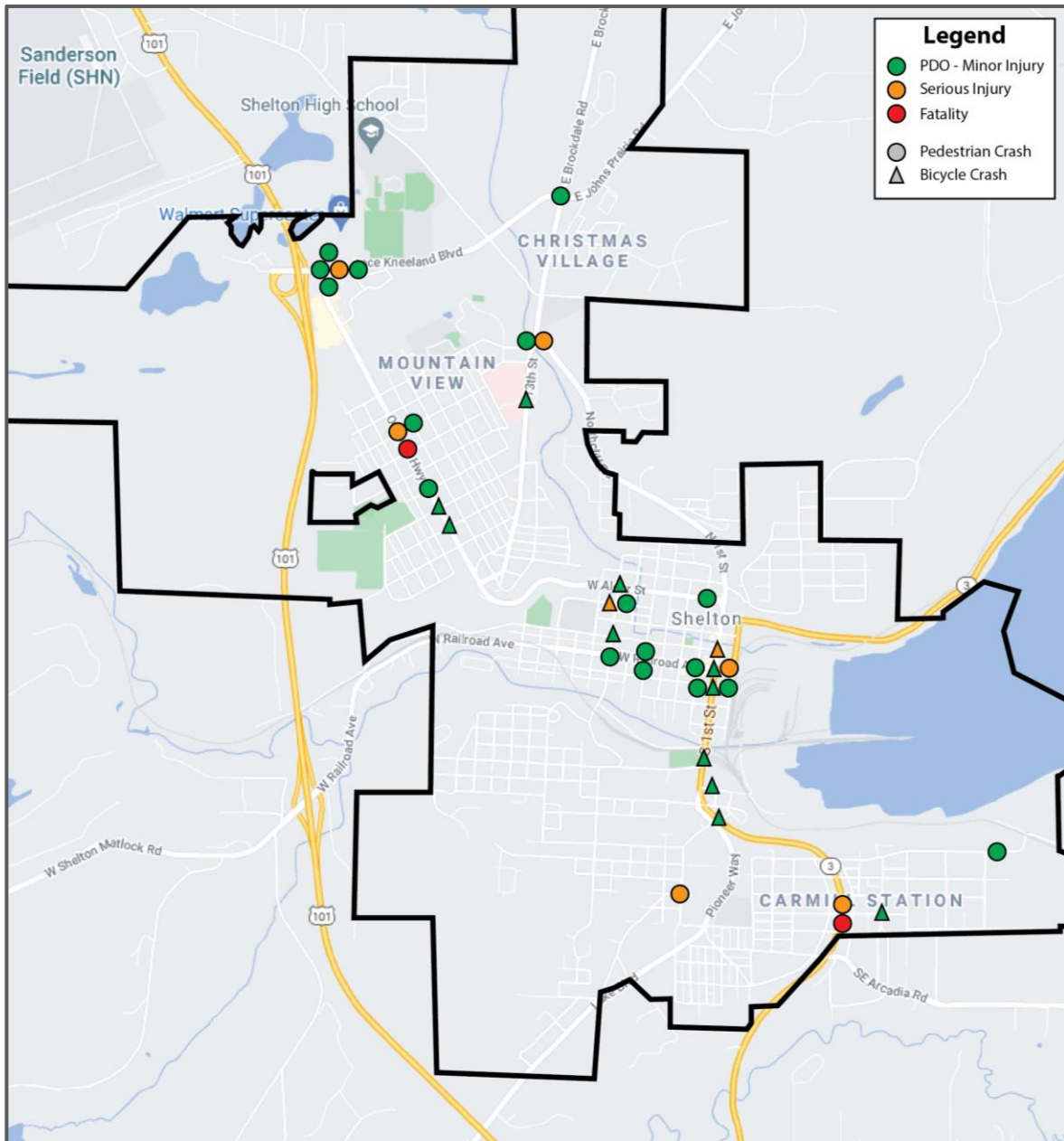


Table 1. Summary of Crash Data for 20 Highest Corridors

Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Existing Crashes by Type											
						Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
S 1 <sup>st</sup> Street (SR 3)	Mill Street to Railroad Avenue	0.40	Principal Arterial	2 Thru & TWLTL	25	66	2	2	1	1	8	20	9	3 (1)	3	1	116 (1)
Olympic Highway N	W Alder Street to E Wallace Kneeland Boulevard	1.05	Principal Arterial	2 thru & TWLTL	30	26	7	5	2	6	3	49 (1)	8	4 (2)	2	3	115 (3)
Olympic Highway S (SR 3)	City limits to Mill Street	1.25	Principal Arterial	2 Thru & TWLTL	30	16	6	1 (1)	1	1	2	12	7	2 (2)	1	2	51 (3)
Wallace Kneeland Boulevard	Olympic Highway N to Shelton Springs Road	0.55	Principal Arterial	4 thru & TWLTL	30	10	5	1	0	0	6	11	3	4 (1)	0	1	41 (1)
W Railroad Avenue	N 1 <sup>st</sup> Street/S First Street/E Railroad Avenue to Pacific Ct (City limits)	0.90	Principal Arterial	2 thru	25	11	2	0	0	6	5	7	3	3	0	4	41 (0)
N 1 <sup>st</sup> Street	Railroad Avenue to Moore Avenue	0.55	Principal Arterial	2 thru	25	6	1	1	1	1	6	14	2	0	1 (1)	3	36 (1)
N 7 <sup>th</sup> Street	W Railroad Avenue to W Alder Street	0.25	Major Collector	2 thru	25	2	1	1	0	3	4	14	0	2	2 (1)	0	29 (1)
E Brockdale Road	Wallace Kneeland Blvd/E Johns Prairie Rd/N 13th St to City limits	0.85	Minor Arterial	2 thru	30	7	1	0	0	0	0	11 (1)	3	0	0	0	22 (1)
E Pine Street (SR 3)	Front St to city limits	0.61	Principal Arterial	2 thru	35	4	4	0	1	0	1	0	1	0	0	2	15 (0)
W Cota Street	S 12 <sup>th</sup> Street to S 1 <sup>st</sup> Street	0.60	--	2 thru	25	1	1	0	0	5	2	7	1	0	0	1	18 (0)
W Alder Street	N 1 <sup>st</sup> Street to Olympic Highway N	0.70	Principal Arterial	3 thru	30	3	1	0	0	2	2	3	4	1	1	1	18 (0)

Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Existing Crashes by Type											
						Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
N 13 <sup>th</sup> Street	N 12th Street to Wallace Kneeland Boulevard/E Johns Prairie Road	1.25	Minor Arterial	2 thru & TWLTL	30	2	1	0	0	0	2	6	3	1	1	2	18 (0)
S 7 <sup>th</sup> Street	W Railroad Avenue to Highland Drive	0.25	Major Collector	2 thru	25	0	0		0	2	3 (1)	6	4	0	0	0	15 (1)
Northcliff Road	Moore Avenue/N 1st Street to N 13th Street	0.80	Major Collector	2 thru	30	4	1	1	0	0	0	0	5	2 (1)	0	2	15 (1)
E K Street	Olympic Highway North - N 13th Street	0.55	Major Collector	2 thru	25	3	0	1	0	1	3	1	3	0	0	0	12 (0)
N Front Street (SR 3)	E Railroad Avenue to E Pine Street	0.15	Principal Arterial	2 thru	25	1	0	0	0	0	5	5	0	0	0	0	11 (0)
W Franklin Street	N 1 <sup>st</sup> Street to city limits	0.90	--	2 thru	25	1	0	0	0	2	2	4	1	0	0	1	11 (0)
E Railroad Avenue (SR 3)	N 1 <sup>st</sup> Street/S 1 <sup>st</sup> Street to N Front Street/S Front Street	0.05	Principal Arterial	4 thru	25	0	1	0	0	0	0	7	1	0	0	1	10 (0)
N Shelton Springs Road	N 13 <sup>th</sup> Street/Alpine Way to Tarragon Avenue (city limits)	0.85	Major Collector	2 Thru & TWLTL	30	2	0	0	0	0	1	4	3 (1)	0	0	0	10 (1)
E Arcadia Avenue	Pioneer Way to Olympic Highway S	0.35	Minor Arterial	2 thru	25	0	0	0	1	1	0	4	4	0	0	0	10 (0)
<b>Total Crashes</b>	-	-	-	-	-	<b>165</b>	<b>34</b>	<b>12</b>	<b>7</b>	<b>31</b>	<b>55 (1)</b>	<b>186 (3)</b>	<b>65 (1)</b>	<b>22 (7)</b>	<b>11 (2)</b>	<b>16</b>	<b>612 (14)</b>

Note: Numbers in brackets are severe crashes

Table 2. Data Summary for Signalized Intersections with More than Five Crashes

Signalized Intersections	Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
1 <sup>st</sup> Street at Railroad Avenue	10	0	0	0	0	4	8	2	1 (1)	1	2	28 (1)
1 <sup>st</sup> Street at Cota Street	14	0	0	1	0	0	3	1	0	1	0	20 (0)
Wallace Kneeland Boulevard at Olympic Highway North	5	2	1	0	0	2	5	1	2	0	0	18 (0)
K Street at 13 <sup>th</sup> Street	4	0	0	0	0	4	3	1	2 (1)	0	2	16 (1)
Railroad Avenue at 7 <sup>th</sup> Street	1	2	0	0	1	5 (1)	6	0	1	0	0	16 (1)
1 <sup>st</sup> Street at Mill Street	11	1	0	0	0	0	2	0	0	1	0	15 (0)
Wallace Kneeland Boulevard at Shelton Springs Road	3	0	0	0	0	3	6	0	0	0	1	13 (0)
Olympic Highway North at K Street	4	1	1	0	0	1	4	1	0	0	0	12 (0)
Wallace Kneeland Boulevard at Kneeland Plaza Access	3	0	1	0	0	2	5	0	0	0	0	11 (0)
Olympic Highway South at Cascade Avenue	3	0	0	0	0	2	3	1	0	0	0	9 (0)
<b>Total</b>	<b>58</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>23 (1)</b>	<b>45</b>	<b>7</b>	<b>6 (2)</b>	<b>3</b>	<b>5</b>	<b>158 (3)</b>

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.

Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes

Unsignalized Intersections	Rear-end	Sideswipe	Right Turn	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
Wallace Kneeland/Johns Prairie Road at Brockdale Road/13th Street	8	0	0	0	2	10 (1)	0	1	0	0	21 (1)
1 <sup>st</sup> Street at Pine Street	1	0	0	0	0	12	0	0	0	0	13 (0)
1 <sup>st</sup> Street at Turner Avenue	11	0	0	0	0	1	0	0	0	0	12 (0)
Front Street at Pine Street	1	0	0	0	5	5	0	0	0	0	11 (0)
1 <sup>st</sup> Street at Alder Street	0	0	0	0	4	3	3	0	0	0	10 (0)
7 <sup>th</sup> Street at Franklin Street	1	1	1	0	1	5	0	0	1	0	10 (0)
Cota Street at 7 <sup>th</sup> Street	0	0	0	1	2	7	0	0	0	0	10 (0)
Railroad Avenue at Front Street	1	1	0	0	0	7	0	0	0	0	9 (0)
Brockdale Road at N 13th Street/Alpine Way	0	0	0	0	0	9	0	0	0	0	9 (0)
7 <sup>th</sup> Street at Alder Street	1	0	0	0	5	1	0	0	1	0	8 (0)
1 <sup>st</sup> Street at Grove Street	2	0	1	0	2	1	1	1	0	0	8 (0)
1 <sup>st</sup> Street at Kneeland Street	3	0	0	0	0	4	0	0	0	0	7 (0)
Olympic Highway North at J Street	5	0	0	0	0	2	0	0	0	0	7 (0)
Wallace Kneeland Boulevard at SR 101 Northbound Ramps	5	0	1	0	0	1	0	0	0	0	7 (0)
Olympic Highway North at E Street	1	0	0	0	0	4	0	0	1	0	6 (0)



	Rear-end	Sideswipe	Right Turn	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
<b>Unsignalized Intersections</b>											
Railroad Avenue at 4 <sup>th</sup> Street	2	0	0	0	1	3	0	0	0	0	6 (0)
Railroad Avenue at 2 <sup>nd</sup> Street	1	0	0	1	0	3	0	1	0	0	6 (0)
Railroad Avenue at 5 <sup>th</sup> Street	1	0	1	0	1	1	0	2	0	0	6 (0)
1 <sup>st</sup> Street at Cedar Street	1	0	0	0	2	2	0	0	0	0	5 (0)
1 <sup>st</sup> Street at Franklin Street	1	1	1	0	0	1	0	0	1 (1)	0	5 (1)
7 <sup>th</sup> Street at Cedar Street	1	0	0	1	0	3	0	0	0	0	5 (0)
1 <sup>st</sup> Street at Park Street	1	0	0	0	2	1	0	0	1	0	5 (0)
Cota Street at 2 <sup>nd</sup> Street	0	0	0	0	2	1	1	0	0	1	5 (0)
<b>Total</b>	<b>48</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>29</b>	<b>87 (1)</b>	<b>5</b>	<b>5</b>	<b>5 (1)</b>	<b>1</b>	<b>191 (2)</b>

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.

Results of the analysis found that three signalized intersections along 1<sup>st</sup> Street experienced more than five total crashes with 28 at Railroad Avenue, 20 at Cota Street, and 15 at Mill Street. An additional three signalized intersections along Wallace Kneeland Boulevard experienced more than five crashes including 18 at Olympic Highway North, 13 at Shelton Springs Road, and 11 at Kneeland Plaza Access.

A significant share of the total crashes occurring at the signalized intersections included in Table 2 involved rear end collisions (37 percent). This was followed by angle crashes at 28 percent, and left turns at 15 percent.

The results of analysis at unsignalized intersections found that seven locations experienced ten or more crashes during the five-year period. The intersection of Wallace Kneeland Boulevard/Johns Prairie Road with Brockdale Road/13<sup>th</sup> Street experienced 21 total crashes for an average of over four per year. Eight unsignalized intersections along 1<sup>st</sup> Street experienced more than a total of five crashes.

It should be noted that crashes that occurred at intersections are included in the corridor data presented in section 2.3 for both the north/south corridors and the east/west corridors. This results in some double counting between corridors.

## 2.5 Comparison with Western Washington

The severe crashes in Shelton were reviewed to identify and characterize the risk factors associated with them. Based on available data from the records of the 16 severe crashes reported in Shelton, key crash factors were identified. In developing the list of crash factors that were most significant for Shelton city streets, consideration was given to both contributing causes and other features included in the crash record and on characteristics of the crash location. These risk factors are included in **Table 4** along with comparable information on the presence of these same risk factors averaged for the locations of severe crashes in Western Washington.

**Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes**

<b>Crash Risk Factors</b>	<b>City of Shelton</b>	<b>Western Washington Cities</b>
<i>By Crash Type</i>		
Hit Pedestrian	<b>8 (50%)</b>	26%
Entering at Angle	<b>2 (13%)</b>	12%
Hit Cyclist	<b>2 (13%)</b>	8%
Hit Fixed Object	2 (13%)	20%
<i>By Light Condition</i>		
Dark - Street Lights On	<b>8 (50%)</b>	36%
<i>By Junction Relationship</i>		
Not at Intersection & Not Related	<b>8 (50%)</b>	45%
At Intersection & Related	<b>7 (44%)</b>	39%
<i>By Roadway Curvature</i>		
Straight & Level	8 (50%)	58%
<i>By Traffic Control</i>		
No Traffic Control	<b>11 (69%)</b>	62%
Signal	4 (25%)	26%
<i>By Posted Speed</i>		
25 mph	<b>6 (37%)</b>	29%
30 mph	<b>10 (63%)</b>	22%
<i>By Pedestrian Contributing Circumstances</i>		
Inattentive Pedestrian (including likely)	<b>6 (75%)</b>	12%
Did not Grant ROW to Vehicle	<b>1 (13%)</b>	4%
<i>By Facility Use (Pedestrian)</i>		
Roadway	<b>4 (50%)</b>	10%
Marked Crosswalk	<b>4 (50%)</b>	8%

**Bold** = Higher than the rest of Western Washington

**Table 4** summarizes the crash factors present in severe crashes that were higher in the city of Shelton compared to other cities in Western Washington. As indicated in bold, many of the key crash factors in Shelton are occurring at higher levels than other Western Washington cities, especially those related to pedestrians.

### 3 SELECTION OF MOST COMMON RISK FACTORS

Based on the review severe crash data presented in Chapter 2, an analysis was conducted to identify the most common risk factors. Risk factors included crash type, contributing factors, roadway and intersection characteristics and driver/pedestrian behavior.

Based on guidance found in WSDOT's Target Zero – Washington Strategic Highway Safety Plan, the primary risk factors found in severe crashes were grouped into priority levels one and two. The levels are based on the percentage of traffic fatalities and serious injuries associated with each factor.

- **Priority Level 1:** Contributing risk factors that are involved in 25 percent or more of fatal or serious injury crashes
- **Priority Level 2:** Risk factors that are involved in less than 25 percent of fatal or serious injury crashes

From the data analysis, patterns arose showing several factors that were present in the fatal and serious injury collisions. The risk factors for Priority Levels 1 and 2 are listed below.

**Priority Level 1:** As indicated from the data in Table 4, risk factors that represent 25 percent or more of the severe crashes within the city include:

- Hitting pedestrians
- After dark but with illumination
- At or between intersections
- Along straight and level roadways with no traffic control
- In areas with both 25 and 30 mph speeds (the predominate speed limits within the city)
- Inattentive pedestrians (or pedestrians for which no contributing cause was identified in the crash report but for which inattention is a likely cause)
- Pedestrian crashes located along roadways and within crosswalks.

**Priority Level 2:** All other crash types and potential risk factors identified in Table 4 including:

- Angle crashes
- Turning crashes
- Hitting fixed objects
- Signalized intersections
- Failing to grant right of way.

## 4 IDENTIFICATION OF HIGH PRIORITY LOCATIONS

Severe crashes on streets in the city of Shelton are dominated by pedestrian crashes. Both fatal collisions during the five-year study period involved pedestrians including one on SR 3 and one on a city street. Out of all the risk factors identified under priority level 1, four specifically speak to pedestrians (crash type, inattentive pedestrian, failure to grant right of way, and pedestrian crashes along roadways or in marked crosswalks).

Additionally, several of the crashes that occurred under dark but illuminated conditions involved pedestrians, occurred in areas that were straight and level with no traffic control (i.e., located away from intersections) and largely in areas with 30 mph speeds. None of the crashes were reported to be related to speeding vehicles and speed measurements taken during this study at select locations indicated that speeds were only slightly higher than posted.

### 4.1 Selection of High Priority Locations based on Technical Analysis

Because risk factors associated with pedestrian and bicycle crashes are the highest Severe crash type in Shelton, this has been selected to determine to assess the roadway corridors. The locations of all bicycle and pedestrian crashes were used for determining priority roadway corridors. This information, shown in Figure 4, indicates the following roadway corridors should be high priority locations:

- Olympic Highway N
- W Railroad Avenue
- N 7<sup>th</sup> Street
- Wallace Kneeland Boulevard
- S 1<sup>st</sup> Street
- Olympic Highway S

### 4.2 Local Input

Concerns that have been raised by residents have also been taken into consideration. Seven concerns shared are described below:

- E Arcadia Avenue – Vehicle speeding between Lake Boulevard and Olympic Highway S
- E K Street – Mountain View Elementary School afternoon parent pick-up
- Wallace Kneeland Boulevard – Oakland Bay Junior High School mid-block pedestrian crossing
- W Railroad Avenue – Pedestrian crossing between 4<sup>th</sup> Street and 2<sup>nd</sup> Street
- Pine Street/N 1<sup>st</sup> Street – Westbound Pine Street intersection sight distance
- E Fir Street – Steep grade and gravel material between Otter Street and Magnolia Street
- N 13<sup>th</sup> Street/Shelton Springs Road – South leg pedestrian crossing

Five of these concerns relate to pedestrian safety on roadways. Two of these roadways, W Railroad Avenue and Wallace Kneeland Boulevard, are registered as high priority locations while the other three roadways, E Arcadia Avenue, N 13<sup>th</sup> Street, and E K Street, are included in the top 20 crash corridors described in Table 1 earlier in this report. However, based on technical review of all existing bicycle and pedestrian crashes, these three locations did not register as high priority locations. The remaining two concerns raised both have to do with vehicle sight distance.

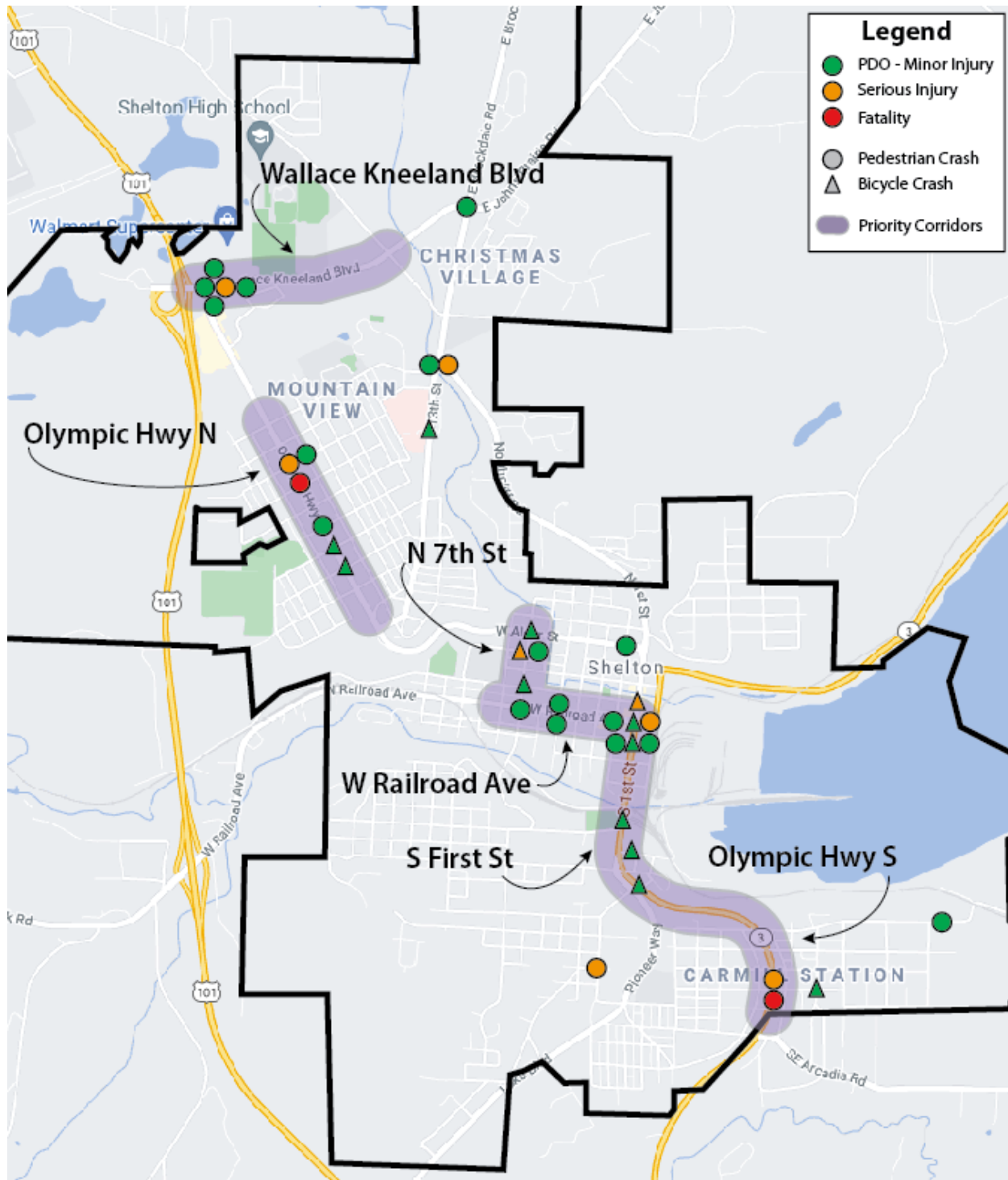


Additional review of pedestrian-related crashes indicated that many occurred in areas with sidewalks, crosswalks, and bus stops and largely occurred adjacent to commercial development. None of these features would appear to contribute to incidence of pedestrian crashes but may be indicative of areas where a higher level of pedestrian activity is experienced resulting in a greater degree of exposure than other parts of the city.

Both E Arcadia Avenue and E K Street are located adjacent to or in close proximity to elementary schools, which generate higher levels of pedestrian activity at the beginning and end of each school day. While there were no recorded pedestrian or bicycle crashes within the last five years on either roadway, the proximity to higher levels of pedestrian activity and local concern for pedestrian safety indicate these roadways should be included as secondary priority locations.

The priority corridors are shown in **Figure 5**.

Figure 5. Priority Corridors and Local Safety Concern Locations



## 5 IDENTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS

A review of each high priority crash corridor and additional spot locations raised by local residents was performed to identify potential safety countermeasures. These countermeasures were selected based on a review of the specific crash data and existing roadway conditions, consultation with City staff, and a review of safety countermeasure resources from WSDOT and FHWA. Below is a description of each identified priority location, the issues specific to that location, and the selected countermeasures.

### 5.1 Olympic Highway N

Olympic Highway N between K Street and B Street has three vehicle travel lanes ( two through and a center left) and on-street parking and sidewalks along both sides of the street. There are marked pedestrian crossings at the intersections of the roadway with K Street, J Street, I Street, G Street, E Street and C Street. With the exception of K Street, these crossing are located at unsignalized locations, which are highlighted in **Figure 6**.

**Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations**



The last five years of reported crash data included two bicycle crashes and four pedestrian crashes in this corridor, including one serious injury and one fatal crash, both involving pedestrians. The contributing cause for the pedestrian fatality was inattention on the part of the person walking. While not specifically listed, the serious injury pedestrian crash may have also been the result of walker inattention. Three of the six pedestrian crashes occurring in the corridor, including both severe crashes, happened at the I Street intersection. As noted above, this location is one of several uncontrolled intersections in the corridor with fully striped pedestrian crossings on each approach and adjacent commercial or pedestrian-generating land uses including hospital access, transit stops and other uses. While the specific land uses at this intersection may have contributed to the higher number of reported pedestrian crashes, it is assumed that the physical characteristics of this intersection are a factor. With several other intersections within the corridor sharing the same physical characteristics, multiple systemic improvements have been identified for this corridor.

Recommended Countermeasures:

1. Curb extensions on Olympic Highway N for all intersecting streets and enhanced illumination.
2. Development of ADA-compliant curb cuts with tactile warning strips.
3. High visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

These countermeasures are recommended at the I Street intersection specifically but are all also considered systemic improvements for the entire corridor.

## 5.2 Wallace Kneeland Boulevard

Wallace Kneeland Boulevard Between the US 101 interchange and Shelton Springs Road has primarily two travel lanes in each direction and a two-way left turn lane on the western portion of the road adjacent to existing commercial development. There were five reported pedestrian crashes in the last five years, with one serious injury crash, but no bicycle crashes. All five of the recorded pedestrian crashes on this corridor occurred in the western portion, largely at or near the two signalized intersections of Olympic Highway N and Bell Lane. A detailed review of each of these crashes indicate that no specific deficiency is apparent. Each crash has an independent cause and the causes for multiple crashes were attributed to the pedestrian.

This roadway corridor also includes one of the locally raised concerns, the mid-block pedestrian crossing serving the Oakland Bay Junior High School. This crossing provides a connection between the middle school and high school to the north and Mountain View Elementary School and residential properties to the south. There are crosswalks at the intersection on the school access road and on Wallace Kneeland Road. There are existing active pedestrian crossing signs (Rectangular Rapid Flashing Beacons or RRFBs) and an overhead pedestrian crossing sign with flashing yellow lights. Over the last five years there have been no reported pedestrian or bicycle crashes at this crossing. This existing crossing is shown in **Figure 7**.



**Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing**



**Recommended Countermeasures:**

1. Monitor pedestrian and bicycle safety at the Wallace Kneeland Boulevard/Olympic Highway N intersection.
2. Perform a speed study for Wallace Kneeland Boulevard at the Oakland Bay Junior High School mid-block crossing.
3. Consider a midblock refuge island
4. Consider enhanced pedestrian signal treatment that would stop vehicular traffic.

### 5.3 N 7<sup>th</sup> Street

N 7<sup>th</sup> Street between W Alder Street and W Railroad Avenue has a single travel lane in each direction and on-street parking on both sides of the street. This corridor experienced three reported bicycle crashes, including one severe crash, and two reported pedestrian crashes in the last five years. A detailed review of each pedestrian and bicycle crash did not indicate any specific deficiencies on the corridor, however the presence of three bicycle crashes suggests that this may be a good candidate for enhanced bicycle treatments. The planned conversion of the former Simpson Logging Railroad that runs parallel to Park Street to a bicycle path and trail will provide a safe route between S 7<sup>th</sup> Street and Kneeland Park, which may only increase the bicycle volumes on N 7<sup>th</sup> Street.



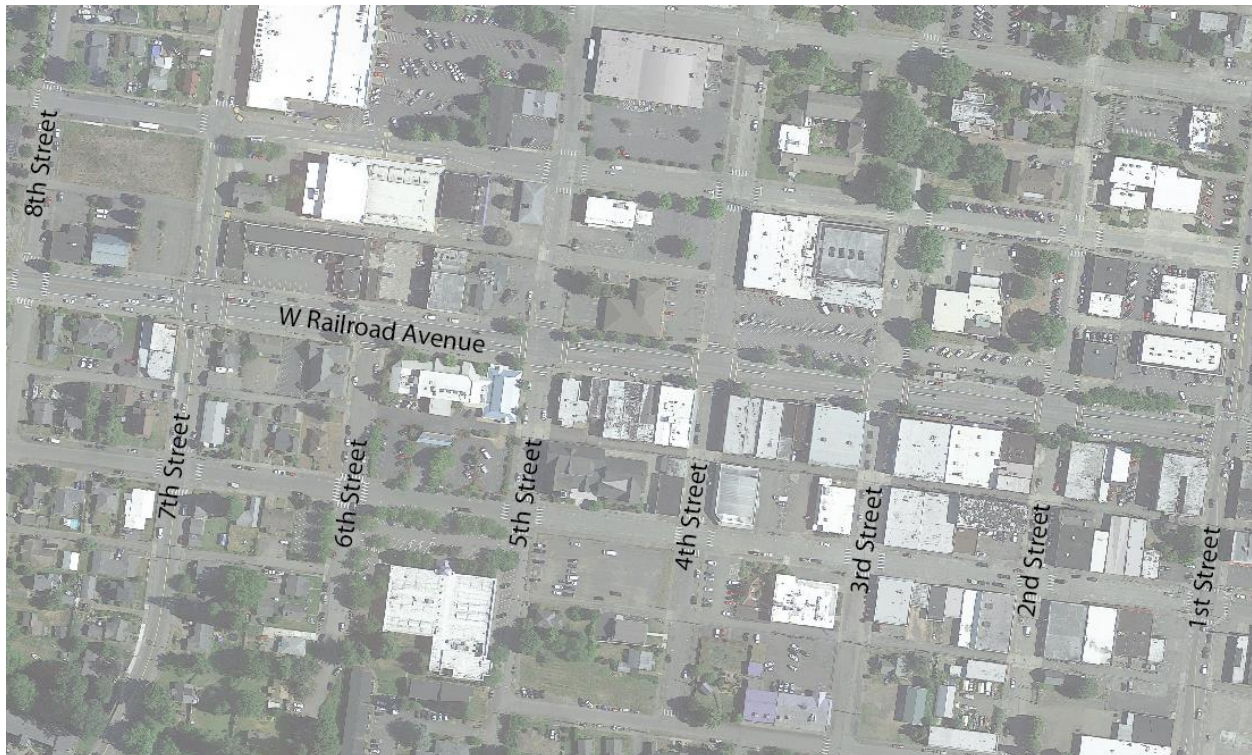
Recommended Countermeasures:

1. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors which could include 7<sup>th</sup> Street.
2. Consider enhanced bicycle treatments on 7<sup>th</sup> Street which may include designated bicycle lanes to enhance access to the future trail.

## 5.4 W Railroad Avenue

W Railroad Avenue between 8<sup>th</sup> Street and 1<sup>st</sup> Street has one travel lane in each direction, a two-way center left-turn lane, and on-street parking on both sides of the street. Curb extensions with ADA crossing warning strips have been provided along Railroad Avenue for many years along with street trees. In 2015, this corridor was improved by the city to provide high visibility, enhanced pedestrian amenities such as crosswalks with colored pavement, two-way left turn refuge areas, and attractive illumination. The corridor is shown in **Figure 8**.

**Figure 8. W Railroad Avenue Between 8<sup>th</sup> Street and 1<sup>st</sup> Street**



Between 2016 and 2020, this corridor experienced three pedestrian crashes between 7<sup>th</sup> Street and 2<sup>nd</sup> Street, while the intersection of Railroad Avenue and 1<sup>st</sup> Street had four pedestrian crashes, including one serious injury crash, and two bicycle crashes. Additionally, a vehicular serious injury crashes occurred at the intersection of Railroad Avenue with 7<sup>th</sup> Street.

The intersection of Railroad Avenue with 7<sup>th</sup> Street currently is controlled by a traffic signal and there are marked crosswalks on all four legs. As noted, there was one serious injury vehicular crash at this location and one of the non-severe pedestrian crashes also occurred here. Both the serious injury

vehicle crash and the pedestrian crash involved a vehicle making a left turn from 7<sup>th</sup> Street (one turning northbound and the other turning southbound). All four approaches currently operate with permissive left-turns, meaning all left-turning vehicles must yield to the opposing through traffic.

Pedestrian crashes also occurred at the intersection with 2<sup>nd</sup> Street (one involving a left turning vehicle), and 5<sup>th</sup> Street (two with one that involved a drunk driver). None of these crashes suggest a specific deficiency on the corridor.

This corridor does include one of the locally raised safety concerns. Previously the intersection of W Railroad Avenue and 4<sup>th</sup> Street operated under traffic signal control and provided a controlled pedestrian crossing to access the Post Office and other destinations in the core commercial area. The city removed this control a few years ago and while the vehicle operations at the intersection appear to be acceptable, there is concern about the loss of the protected pedestrian crossings that were a part of the traffic signal operation. Specific concern regarding pedestrians crossing W Railroad Avenue to reach the post office, located between N 2<sup>nd</sup> Avenue and N 3<sup>rd</sup> Avenue, was raised.

Recommended Countermeasures:

1. Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7<sup>th</sup> Street to determine if protected left-turn phasing could be implemented without a significant impact to the vehicle operations.
2. Consider adding yield to pedestrian crossing signage on the traffic signal mast arms.
3. As Railroad Avenue already has a good pedestrian environment with the curb extensions, ADA ramps and other pedestrian-supportive features, as well as signalization at the intersections with 1<sup>st</sup> and 5<sup>th</sup> Streets, consider installing an active pedestrian crossing signal at the intersection of W Railroad Avenue and 3<sup>rd</sup> Street which lies roughly midway between the two existing signalized crossings.

## 5.5 S 1<sup>st</sup> Street (SR 3)

S 1<sup>st</sup> Street between Railroad Avenue and Harvard Avenue has a single travel lane in each direction and a two-way left-turn lane. Near the center of this roadway corridor is the concrete trestle bridge crossing Goldsborough Creek, which narrows the street to two lanes and provides narrow, separated sidewalks on each side.

There were four reported pedestrian crashes in this corridor, including one serious injury crash, which all occurred at the Railroad Avenue intersection. There were also five reported bicycle crashes, two of which occurred at the Railroad Avenue intersection. Each of the six total crashes at Railroad Avenue were evaluated and were predominately found to be attributed to either a failure on the part of the bicycle or pedestrian to yield, a failure to use the striped crosswalks, or involving the influence of drugs/alcohol. There does not appear to be a specific pattern to the crashes and no obvious countermeasures. Given the high traffic volume at this intersection, it may be a candidate for roundabout control, which is considered a safer intersection treatment for bicycles and pedestrians due to reduced travel speeds, however, the right of way impacts of a roundabout may preclude its implementation.

The remaining three bicycle crashes occurred on S 1<sup>st</sup> Street between Park Street and Harvard Avenue, all south of the Goldsborough Creek bridge. Sufficient physical space to accommodate bicyclists on 1<sup>st</sup> Street in this area is an issue, particularly with the relatively high volume of truck traffic that uses this facility (1<sup>st</sup> Street in this area functions as SR 3). These crashes suggest the need for enhanced bicycle treatments perhaps off the 1<sup>st</sup> Street corridor. This would be particularly important to access the planned rails to trails conversion of the railroad line parallel to Park Street.

Recommended Countermeasures:

1. Evaluate the potential for roundabout control at Railroad Avenue/1<sup>st</sup> Street.
2. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors to address travel needs into and out of the downtown area and to access the proposed rails to trails conversion.

## 5.6 Olympic Highway S (SR 3)

Olympic Highway S between Harvard Avenue and Bellevue Avenue, which is at the city boundary of SR 3, provides one travel lane in each direction and primarily also provides a two-way left-turn lane. Between Harvard Street and Fairmount Avenue, which is a steep downhill drop from south to north, the two-way left-turn lane converts to a 2<sup>nd</sup> southbound travel lane. There were no bicycle crashes reported in this corridor but there were two reported pedestrian crashes, one a serious injury crash and the other a fatal crash, which were both located in the immediate vicinity of the mid-block pedestrian crossing between Cascade Avenue and Bellevue Avenue. Additionally, one of the six serious injury vehicle crashes occurred in this corridor, at the intersection of Olympic Highway S and Fairmount Avenue.

With both severe pedestrian crashes occurring in the immediate vicinity of the midblock crossing between Cascade Avenue and Bellevue Avenue, this crossing was evaluated. Olympic Highway S in the vicinity of the mid-block crossing is shown below in **Figure 9**.



**Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing**



As shown on Figure 6, there are currently protected pedestrian crossings of Olympic Highway S at both Cascade Avenue and Arcadia Avenue, which both operate under traffic signal control. These crossings are located approximately 700 feet apart, with the existing mid-block crossing located approximately 225 feet south of Cascade Avenue. The current land uses adjacent to the mid-block crossing do not

suggest a high number of pedestrian trips. Previously the current Shelton Outfitters clothing store was previously a Red Apple grocery store. This would typically be considered a higher pedestrian generator and would help explain the presence of the mid-block crossing. The existing crossing does not provide direct overhead lighting and only provides an advance sign in the northbound direction.

As this is the only mid-block crossing within the corridor and is the only location with reported bicycle or pedestrian crashes, the recommended countermeasures are limited to this location.

Recommended Countermeasures:

1. Evaluate the viability of the mid-block crossing and if maintained:
  - Improve street lighting
  - Install high visibility pedestrian treatments
  - Install advanced pedestrian warning signs

## 5.7 Additional Local Concern Locations

Of the seven locally raised safety concerns, two of them have been covered in the priority corridor descriptions above. The remaining five concerns are evaluated below:

### 5.7.1 Arcadia Avenue – Vehicle speeding between Lake Boulevard and Olympic Highway S

Arcadia Avenue is an east/west minor arterial that runs from Lake Boulevard on the west end to the Puget Sound on the east end, well outside of the Shelton city limits. The identified area of concern is very near the western end of the roadway and is one block south of the Bordeaux Elementary School. In this area, the surrounding land uses are primarily residential, and there are multiple striped pedestrian crossings of Arcadia Avenue connecting the residential properties to the elementary school. There are currently no sidewalks provided on this portion of Arcadia Avenue and intermittent street lighting.

Recommended Countermeasures:

1. Collect vehicle speed data on Arcadia Avenue
2. Identify speed reduction strategies and coordinate with the local residents. These could include:
  - Mini roundabout(s)
  - Speed bumps/speed tables
  - Raised pedestrian crossings
3. Curb, gutter and sidewalk installation
4. Enhanced street lighting

### 5.7.2 E K Street – Mountain View Elementary School afternoon parent activity

The Mountain View Elementary School has recently completed a new school building, adjacent to the previous building. This new school was designed to provide more on-site vehicle storage for parent pick-up, but currently there is still a substantial vehicle queue on K Street during the afternoons. This queue results in congestion for vehicles trying to travel on K Street and is creating an unsafe environment for children trying to cross K Street. The school and adjacent street network are shown on **Figure 10**.



**Figure 10. Mountain View Elementary School**



As shown on Figure 10, there are currently two pedestrian crosswalks on K Street, both based on the location and orientation the previous school building. The new school's primary path does not align with either crosswalk, which is across from King Street. Students have been observed crossing at King Street, even without a striped crosswalk. The previous main school entrance, across from N Callanan Street, provides a curb extension and a diagonal crossing to directly connect the school entrance path to the southwest corner of the E K Street/N Callanan Street intersection. With the new school location this curb extension prohibits the parent vehicle queue from advancing along the edge of the street, forcing vehicles to stay complete in the single westbound travel lane.

**Recommended Countermeasures:**

1. In cooperation with the school and school district, conduct an evaluation of access and on-site circulation and identify improvements that will accommodate the parent vehicle activity while reducing existing on-street conflicts and delays.
2. Consider installation a pedestrian crossing at King Street.
3. Consider In-Street Pedestrian Crossing signs.

4. If supported by the evaluation of on-site access and circulation, consider removal of the curb extension at N Callanan Street and realign the existing crosswalk to be perpendicular to E K Street.

### 5.7.3 Pine Street/N 1st Street – Westbound Pine Street intersection sight distance

This is an existing four-way intersection that operates under two-way stop control for the Pine Street approaches. There is an existing building on the south side of Pine Street that extends the entire block between N 1<sup>st</sup> Street and N Front Street. This building, as shown in **Figure 11**, is very tight to the southeast corner of the intersection and limits the ability of stopped vehicles on Pine Street from seeing oncoming vehicles from northbound N 1<sup>st</sup> Street.

**Figure 11. Westbound Pine Street approaching N 1<sup>st</sup> Street**



Recommended Countermeasures:

1. Conduct a study of the intersection to determine if a different control type could operate acceptably and reduce the sight distance need.

### 5.7.4 E Fir Street – Steep grade and gravel material between Otter Street and Magnolia Avenue

E Fir Street is an existing city roadway that is part of the roadway grid network serving the Capitol Hill area of northeast Shelton. Between Otter Street and Magnolia Avenue this road is currently gravel and very steep, especially as it approaches Magnolia Avenue. This leads to access issues for City maintenance vehicles and concerns regarding sight distance due to frequent dust and from the gravel roadway surface. This approach is shown on **Figure 12**. There are several residential driveways accessing this portion of E Fir Street, but much of the adjacent property on the south side is undeveloped



**Figure 12. E Fir Street approaching Magnolia Avenue**



**Recommended Countermeasures:**

1. Upgrade the roadway surface chip seal or pavement. This could be developer driven if/when the adjacent property is developed.

**5.7.5 N 13th Street/Shelton Springs Road – South leg pedestrian crossing**

The N 13<sup>th</sup> Street at Shelton Springs Road/Alpine Way intersection is located in north Shelton, just south of Wallace Kneeland Boulevard and is close proximity to Olympia, Middle School, Mountain View Elementary School, and the Olympic College Shelton Campus. N 13<sup>th</sup> Street travels north/south and provides access to the neighborhoods along Olympic Highway N and, via Northcliff Road, access to downtown Shelton. This intersection currently operates under two-way stop control for the Shelton Springs Road and Alpine Way, with striped crosswalks on all four approaches. The intersection is shown in Figure 13.

**Figure 13. N 13<sup>th</sup> Street/Shelton Springs Road Intersection**



Concerns have been expressed for the south leg pedestrian crossing. This crossing is across the free-flowing N 13<sup>th</sup> Street roadway, and there are currently four travel lanes to cross. Additionally, it has been noted that vehicles waiting to make a left turn from northbound N 13<sup>th</sup> Street onto westbound Shelton Springs Road obstruct the visibility of the pedestrians for the two northbound through lanes, which has potentially contributed to some near miss crashes. Given the adjacent schools, this is a common crossing for kids to make during school hours.

Recommended Countermeasures:

1. Evaluate existing intersection operations to assess alternative control options, including all-way stop control, traffic signal control, and roundabout control.
2. Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

## 6 PRIORITIZED LIST OF COUNTERMEASURES

Based on the detailed evaluation of each priority corridor and local concern area the recommended systemic and spot countermeasures were assessed, and a prioritization was established. All of the recommended countermeasures we divided into three tiers:

1. Top Priorities
2. Additional Needs
3. Studies and Further Evaluation

This prioritization was based on the severity of the existing safety issue, the nature of the proposed countermeasure, and the cost of the proposed countermeasure. Planning level cost estimates have been prepared for each potential countermeasure. The estimates provided represent the cost of independent implementation. However, should multiple countermeasures be implemented at the same time, the collective cost would likely be lower. This grouping of improvements would apply to city-wide implementation of a single countermeasure, like advanced pedestrian signage across town, or if multiple different countermeasures were implemented at the same time in a single location. Many of the identified countermeasures would group together naturally, for example:

- High visibility pedestrian treatments, advance stop/yield lines, and advanced pedestrian signage could all group together or with any other pedestrian improvement
- New ADA Ramp and midblock pedestrian refuge or curb extension with possible RRFB installation.

The summary of proposed countermeasures, including the prioritization and estimated cost, are provided in **Table 5**.

**Table 5. Countermeasure Prioritization and Cost Estimates**

#	Location	Improvement	Total Cost
<b>Tier 1 – Priority Improvements</b>			
1-A	Olympic Highway N at I Street	<ul style="list-style-type: none"> <li>• Install curb extensions</li> <li>• Enhance illumination</li> <li>• Develop ADA-compliant curb cuts and tactile warning strips</li> <li>• Install advanced pedestrian crossing warning signs</li> <li>• Install high visibility pedestrian treatments</li> </ul>	\$200,000
1-B	Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing	<ul style="list-style-type: none"> <li>• Improve street lighting</li> <li>• Install advanced pedestrian warning signs</li> <li>• Install high visibility pedestrian treatments</li> </ul>	\$50,000
<b>Tier 2 – Additional Improvements</b>			
2-A	Olympic Highway N Between K Street and B Street	<ul style="list-style-type: none"> <li>• Install curb extensions</li> <li>• Enhance illumination</li> <li>• Develop ADA-compliant curb cuts and tactile warning strips</li> <li>• Install advanced pedestrian crossing warning signs</li> <li>• Install high visibility pedestrian treatments</li> </ul>	\$800,000



2-B	<b>W Railroad Avenue Between 8<sup>th</sup> Street and 1<sup>st</sup> Street</b>	<ul style="list-style-type: none"> <li>• Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7<sup>th</sup> Street to assess potential protected left-turn phasing</li> <li>• Consider adding yield to pedestrian crossing signage on traffic signal mast arms</li> <li>• Install active pedestrian crossing signal at the intersection of W Railroad Avenue and 3<sup>rd</sup> Street</li> </ul>	\$100,000
2-C	<b>E K Street at Mountain View Elementary School</b>	<ul style="list-style-type: none"> <li>• Evaluate on-site circulation improvements to accommodate afternoon parent pick-up</li> <li>• Consider installation a pedestrian crossing at King Street</li> <li>• If supported by on-site access/circulation analysis, consider removing existing curb extensions at N Callanan Street and realign existing crosswalk</li> <li>• Consider in-street pedestrian crossing signs</li> </ul>	\$50,000
2-D	<b>E Fir Street Between Otter Street and Magnolia Avenue</b>	<ul style="list-style-type: none"> <li>• Upgrade roadway surface to chip seal or pavement</li> </ul>	\$175,000
<b>Tier 3 – Studies and Further Evaluation</b>			
3-A	<b>Wallace Kneeland Boulevard at Mid-Block Pedestrian Crossing</b>	<ul style="list-style-type: none"> <li>• Monitor pedestrian and bicycle safety</li> <li>• Perform a speed study</li> <li>• Consider installation of refuge island</li> <li>• Consider installation of enhanced pedestrian signal treatment</li> </ul>	\$140,000
3-B	<b>S 1<sup>st</sup> Street (SR 3) Between Railroad Avenue and Harvard Avenue</b>	<ul style="list-style-type: none"> <li>• Evaluate potential for roundabout control at Railroad Avenue and 1<sup>st</sup> Street</li> <li>• Develop citywide bicycle route plan to connect with downtown and rails to trails project south of downtown</li> </ul>	\$4,100,000
3-C	<b>Arcadia Avenue Between Lake Boulevard and Olympia Highway S</b>	<ul style="list-style-type: none"> <li>• Perform a speed study</li> <li>• Consider installation of a mini roundabout</li> <li>• Consider installation of speed bumps/speed tables</li> <li>• Consider installation of raised pedestrian crossings</li> <li>• Consider installation of curb, gutter, and sidewalk</li> <li>• Consider installation of enhanced illumination</li> </ul>	\$1,800,000
3-D	<b>N 7<sup>th</sup> Street Between W Alder Street and W Railroad Avenue</b>	<ul style="list-style-type: none"> <li>• Develop city-wide bicycle route plan, to include identification of specific bicycle corridors</li> <li>• Consider enhanced bicycle treatments on 7<sup>th</sup> such as bike lanes</li> </ul>	\$50,000
3-E	<b>Pine Street at 1st Street Intersection Sight Distance</b>	<ul style="list-style-type: none"> <li>• Conduct an evaluation of the intersection to determine if a different control type could operate acceptably and reduce the sight distance needs</li> </ul>	\$2,000

3-F	<b>N 13<sup>th</sup> Street at Shelton Springs Road</b>	<ul style="list-style-type: none"><li>• Evaluate existing intersection operations and assess alternative control options</li><li>• Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs</li></ul>	\$60,000
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September 13, 2022

Mr. Jay Harris, PE  
Public Works Director  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584

**Systemic Pedestrian Safety Improvements  
2022 City Safety Selections  
Federal Funding**

Dear Mr. Harris:

WSDOT is pleased to advise you that the above-mentioned safety project was recently selected to receive funding through the Highway Safety Improvement Program (HSIP). The federal funding is limited to the amount shown below:

**Systemic Pedestrian Safety Improvements** **\$1,295,000**

**Scope:** See attached Project Summary – delivered as one contract.

*NOTE: The project is eligible for 100% HSIP funding, for all phases authorized prior to April 30, 2026. If any phase is not obligated by this date, remaining funding will be rescinded, and the agency will need to re-compete for funding or construct the project with local funds. Scope and funding modifications require prior approval from WSDOT Local Programs.*

In order to meet state and federal requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs web page for detailed information, including: (<http://www.wsdot.wa.gov/localprograms/>)
  - ✓ Local Agency Guidelines (LAG) manual for the requirements regarding programming, authorization, reimbursement, etc.;
  - ✓ Projects utilizing federal funds must be included in your current Transportation Improvement Program (TIP) as a complete programmed project. Once your TIP amendment is approved, WSDOT will amend the Statewide Transportation Improvement Program (STIP);
  - ✓ Funding and billing forms;
  - ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is **Shelton** and your password is **Shelt396**. The password is case sensitive.
- If the project is not actively pursued, or becomes inactive (23 CFR 630), the project is at risk of being cancelled, and funds reprogrammed.
- FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

Jay Harris  
City of Shelton  
2022 City Safety Selections  
September 9, 2022

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For assistance please contact John Ho, your Region Local Programs Engineer at 564.669.1018.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay Drye", with a long horizontal flourish extending to the right.

Jay Drye, PE  
Director  
Local Programs

JD:st:ml  
Enclosure

cc: John Ho, Olympic Region Local Programs Engineer, MS 47440

## Project Summary

**Program:** 2022 City Safety Program

**Date:** August 2022

**Agency:** City of Shelton

**Project Title:** Systemic Pedestrian Safety Improvements

**Project Description:** Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signal phasing improvements, and crosswalk improvements.

### Detailed Project Description

Install rectangular rapid flashing beacons, curb extensions, street lighting, sidewalk, signing, pavement markings and curb ramps as needed. Evaluate signal phasing from permitted to protected or protected/permitted left-turn phasing.

#### Locations:

1. Install rectangular rapid flashing beacons, curb extensions, street lighting, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed:
  - a. Olympic Highway N and I Street
2. Relocate crosswalk, install rectangular rapid flashing beacons, high visibility crosswalk markings, signing, pavement markings and curb ramps as needed. Extend sidewalk from proposed crosswalk on Bellevue Ave. (MP 1.60) to Arcadia Ave. (MP 1.49).
  - a. Olympic Highway S and Bellevue Ave.
3. Install rectangular rapid flashing beacons and curb ramps as needed:
  - a. W. Railroad Ave. and 3rd St.
4. Evaluate existing traffic signal at W Railroad Avenue/7<sup>th</sup> Street to assess changing permitted left-turn phasing to protected or protected/permitted left-turn phasing:
  - a. W. Railroad Ave. and 7th St.

Note: Project above includes associated ADA and utility work as needed.

### Project Schedule (Estimated)

Project added to the STIP	7/23
Project agreement signed with WSDOT Local Programs	10/23
Begin PE (phase authorized by FHWA through WSDOT)	12/23
Community/stakeholder engagement complete	10/24
Environmental documents approved by WSDOT	12/24
Begin right-of-way (phase authorized by FHWA through WSDOT)	6/24
Right-of-Way completed (certification by FHWA through WSDOT)	12/24
Contract advertised	1/25
Contract awarded	3/25
Construction complete	6/25



## Project Cost and Award Amount

Phase	Total Cost	Local Match	Amount Awarded
Preliminary Engineering	\$155,000	\$0	\$155,000
Right-of-Way	\$70,000	\$0	\$70,000
Construction	\$1,070,000	\$0	\$1,070,000
<b>Total</b>	<b>\$1,295,000</b>	<b>\$0</b>	<b>\$1,295,000</b>

\* Project must obligate construction funds by April 30, 2025 to waive the 10% local match requirement.

If you agree to the project summary described above, please sign or electronically sign below and return to Ed Spilker at [Ed.Spilker@wsdot.wa.gov](mailto:Ed.Spilker@wsdot.wa.gov).

**Concurrence:** I agree to the project summary described above.

**Approving Authority Name (Print):** Jeff Niten

**Approving Authority Signature:** JEFF NITEN **Date:** 8.31.22

# 2022 City Safety Program Application for Funding



Washington State  
Department of Transportation

Local Programs Division

## Part 1: Agency Information

List the contact information for questions about the project(s) in this application:

- Agency name: City of Shelton
- Contact name: Ken Gill, PE
- Title: City Engineer
- Phone: 360-432-5144
- Email: Ken.Gill@sheltonwa.gov

List the city's regional or metropolitan planning organization name: Peninsula RTPO

WSDOT Region where the city is located: See <http://www.wsdot.wa.gov/LocalPrograms/regional.htm> for more information.

☐ Northwest ☒ Olympic ☐ Southwest ☐ North Central ☐ South Central ☐ Eastern

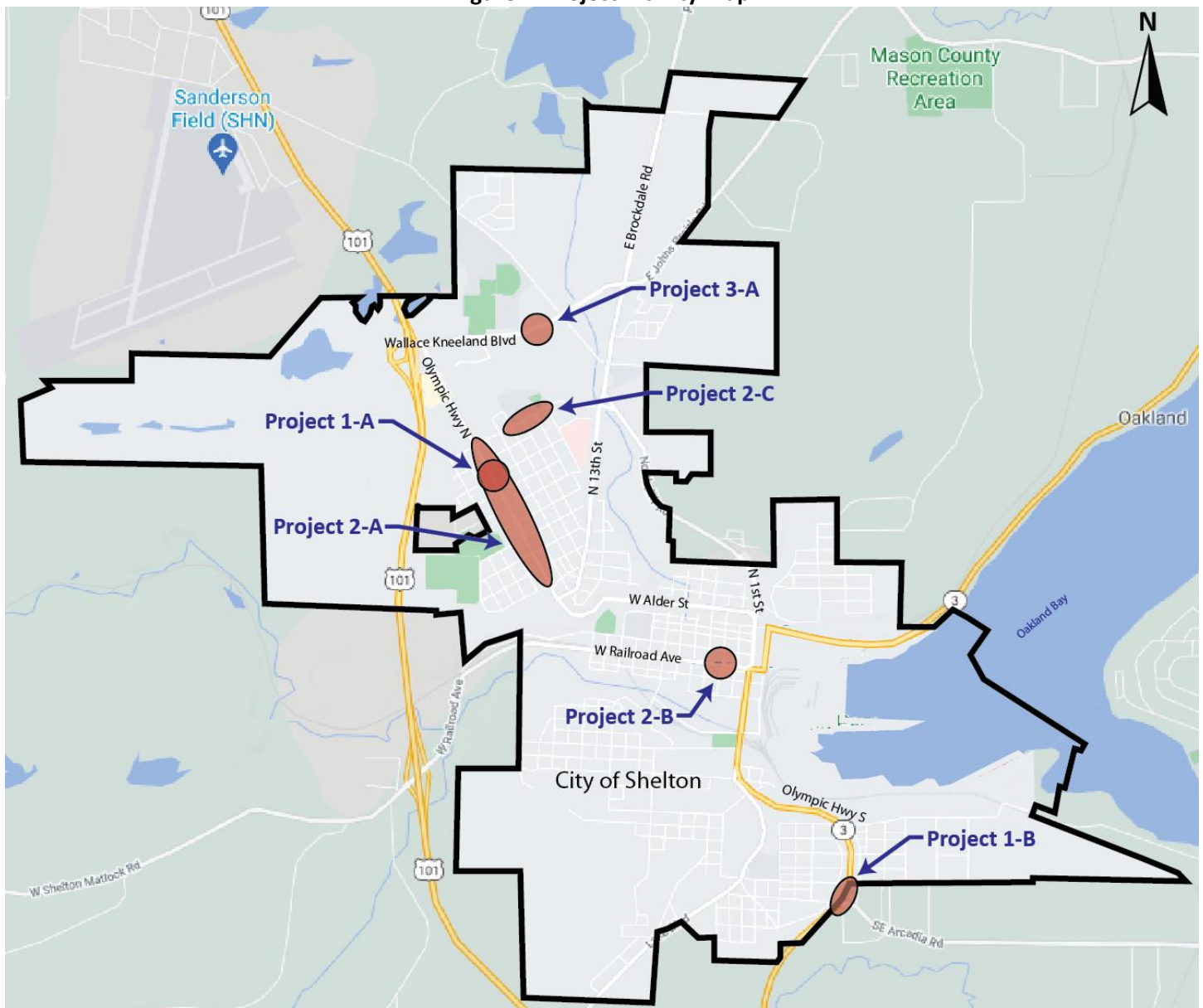
Describe the agency's progress toward meeting the following Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act requirements for the public right-of-way (e.g. Not started, % complete, complete)\*:

- ADA/Section 504 Coordinator: Ken Gill/Ken.Gill@sheltonwa.gov
- Complaint/Grievance Procedures: Not Started
- Self-evaluation for the public right-of-way: Not Started
- Transition Plan or Compliance Planning Document (for the public right-of-way): Not Started
- Accessible pedestrian signal and pushbutton policy if a Transition Plan or Compliance Planning Document has not been completed and the jurisdiction uses or gets requests for accessible pedestrian signals and pushbuttons: Not Started

*\*This information will not be used to evaluate proposed projects. See Local Agency Guidelines Manual Chapter 29 for more information.*

## Part 2: Project Information

Figure 1: Project Vicinity Map



**Project Title:** Olympic Highway N at I Street Intersection Improvements (**1-A** in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Spot) Install pedestrian safety improvements, which will include:

- Curb extensions
  - Direction 1: Northbound
  - Direction 2: Southbound
- Enhanced Illumination
- ADA-compliant curb cuts and tactile warning strips
- Advanced pedestrian warning signs
  - Direction 1: Northbound
  - Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing cross section data, is attached.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	July/2023
Project agreement signed with WSDOT Local Programs	Oct/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Community/stakeholder engagement complete	April/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	April/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	April/2024
Contract advertised	May/2024
Contract awarded	July/2024
Construction complete	Oct/2024

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$40,000	\$4,000	\$36,000
Right-of-Way (RW)	\$20,000	\$2,000	\$18,000
Construction (includes construction administration) (CN)	\$290,000	\$0	\$290,000
<b>Total</b>	<b>\$350,000</b>	<b>\$6,000</b>	<b>\$344,000</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** Olympic Highway N at I Street Intersection

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** N/A

**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. Olympic Highway N at I Street	E755037	2018
2. Olympic Highway N at I Street	EA43557	2020

**Project Title:** Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing Improvements (**1-B** in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Spot) Install pedestrian safety improvements, which will include:

- Sidewalk extension on the east side (northbound) between milepost 1.49 (Arcadia Avenue) and milepost 1.60 (Existing terminus of sidewalk and mid-block crossing location)
  - Direction 1: Northbound
- Relocation of mid-block crossing to milepost 1.58 (Bellevue Avenue), across the southern leg of the intersection
- Advanced pedestrian warning signs
  - Direction 1: Northbound
  - Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing and proposed cross section data, is attached.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	Jan/2024
Project agreement signed with WSDOT Local Programs	April/2024
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	June/2024
Community/stakeholder engagement complete	Oct/2024
Environmental documents (required for every project) approved by WSDOT Local Programs	Dec/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	June/2024
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Dec/2024
Contract advertised	Jan/2025
Contract awarded	Mar/2025
Construction complete	June/2025

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$60,000	\$6,000	\$54,000
Right-of-Way (RW)	\$50,000	\$5,000	\$45,000
Construction (includes construction administration) (CN)	\$500,000	\$0	\$500,000
<b>Total</b>	<b>\$610,000</b>	<b>\$11,000</b>	<b>\$599,000</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** Beginning: SR 3 MP 1.49

Ending: SR 3 MP 1.60

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** Coordination with WSDOT will be necessary for this project, as it is located on SR 3. The Olympic Region letter of concurrence is attached.

**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. Olympic Highway S (SR 3) at milepost 1.58	E949359	2019
2. Olympic Highway S (SR 3) at milepost 1.61	EA72254	2020



**Project Title:** Olympic Highway N Intersection Improvements (2-A in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Systemic) Install pedestrian safety improvements along Olympic Highway N at four stop-sign controlled intersections. These locations are:

- Olympia Highway N at J Street
- Olympic Highway N at G Street
- Olympic Highway North at E Street
- Olympic Highway N at C Street

Each location will include the improvements, unless otherwise noted:

- Curb extensions
  - Direction 1: Northbound (except for Olympic Highway N at C Street)
  - Direction 2: Southbound
- Enhanced Illumination
- ADA-compliant curb cuts and tactile warning strips
- Advanced pedestrian warning signs
  - Direction 1: Northbound
  - Direction 2: Southbound
- High visibility pedestrian treatments

A concept plan, which includes the existing cross section data, for each location is attached.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	April/2023
Project agreement signed with WSDOT Local Programs	July/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Sept/2023
Community/stakeholder engagement complete	Jan/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	Mar/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Sept/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Mar/2024
Contract advertised	April/2024
Contract awarded	June/2024
Construction complete	Oct/2024

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$160,000	\$16,000	\$144,000
Right-of-Way (RW)	\$50,000	\$5,000	\$45,000
Construction (includes construction administration) (CN)	\$1,000,000	\$0	\$1,000,000
<b>Total</b>	<b>\$1,210,000</b>	<b>\$21,000</b>	<b>\$1,189,000</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** Beginning: Olympic Highway N at J Street      Ending: Olympic Highway N at C Street

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** N/A

**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** N/A

**Project Title:** W Railroad Avenue between 8<sup>th</sup> Street and 1<sup>st</sup> Street (2-B in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Spot) Install pedestrian safety improvements, which will include:

- Evaluate existing traffic signal at W Railroad Avenue/7<sup>th</sup> Street to assess changing permitted left-turn phasing to protected left-turn phasing
  - Direction 1: Eastbound
  - Direction 2: Westbound
  - Direction 3: Northbound
  - Direction 4: Southbound
- Install Rectangular Rapid Flashing Beacons at W Railroad Avenue/3<sup>rd</sup> Street for the east crosswalk

A concept plan, which includes the existing cross section data, is attached.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	Aug/2023
Project agreement signed with WSDOT Local Programs	Nov/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Jan/2024
Community/stakeholder engagement complete	April/2024
Environmental documents (required for every project) approved by WSDOT Local Programs	April/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Jan/2024
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	April/2024
Contract advertised	May/2024
Contract awarded	July/2024
Construction complete	Sept/2024

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$25,000	\$2,500	\$22,500
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$75,000	\$0	\$75,000
<b>Total</b>	<b>\$100,000</b>	<b>\$2,500</b>	<b>\$97,500</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** W Railroad Avenue/3<sup>rd</sup> Street

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** N/A

**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Location	Crash Report Number	Year
1. W Railroad Avenue/7 <sup>th</sup> Street	EA36680	2020

**Project Title:** E K Street at Mountain View Elementary School (2-C in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Spot) Install pedestrian safety improvements, which will include:

- Installation of a RRFB pedestrian crossing across K Street to the west side of King Street
- Remove existing curb extensions on north side of K Street at Callanan Street and realign existing crosswalk
- Consider in-street pedestrian crossing signs to manage school crossings

A concept plan, which includes the existing cross section data, is attached.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	July/2023
Project agreement signed with WSDOT Local Programs	Oct/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Community/stakeholder engagement complete	Mar/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	Mar/2024
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	Dec/2023
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Mar/2024
Contract advertised	April/2024
Contract awarded	June/2024
Construction complete	Sept/2024

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$30,000	\$3,000	\$27,000
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$150,000	\$0	\$150,000
<b>Total</b>	<b>\$180,000</b>	<b>\$3,000</b>	<b>\$177,000</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** Beginning: K Street/King Street

Ending: K Street/Callanan Street

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** N/A

**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

Mountain View Elementary School was reconstructed in 2019, which has resulted in significant congestion on K Street during parent pick-up hours. The current condition did not exist for most of the five-year crash data period and no serious or fatal crashes were reported in that timeframe. Several “near-miss” crashes between students walking home crossing K Street and parent pick-up have been observed by Robert Herron, Shelton School District Director of Facilities Management and Construction.

**Project Title:** Wallace Kneeland Boulevard Mid-Block Crossing at Oakland Bay Junior High School (3-A in LRSP)

**Districts the project falls within:**

- State legislative district #(s): 35
- Congressional district #(s): 10

**Description of Work:** (Spot) Install pedestrian safety improvements, which will include:

- Perform an improvement alternatives study

As this is a future study no concept plan or cross section data is provided.

**Project Schedule (Estimated milestones).**

Project added to the Statewide Transportation Improvement Program (STIP)	Jan/2023
Project agreement signed with WSDOT Local Programs	April/2023
Begin PE (PE phase authorized by FHWA through WSDOT Local Programs)	N/A
Community/stakeholder engagement complete	Sept/2023
Environmental documents (required for every project) approved by WSDOT Local Programs	N/A
Begin right-of-way (RW phase authorized by FHWA through WSDOT Local Programs)	N/A
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	N/A
Contract advertised	N/A
Contract awarded	N/A
Construction complete	N/A

**Project Cost, Match Amount, and Requested Funding:**

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	\$50,000	\$5,000	\$45,000
Right-of-Way (RW)	\$0	\$0	\$0
Construction (includes construction administration) (CN)	\$0	\$0	\$0
<b>Total</b>	<b>\$50,000</b>	<b>\$5,000</b>	<b>\$45,000</b>
Source(s) of matching funds: Streets Fund			

**Limits of work:** Wallace Kneeland Boulevard/Oakland Bay Junior High School Driveway

**Project in adopted plan?:** Local Road Safety Plan, January 2022

**Has this project had community/stakeholder engagement?** ☒ Yes ☐ No

**Coordination with other jurisdictions:** N/A

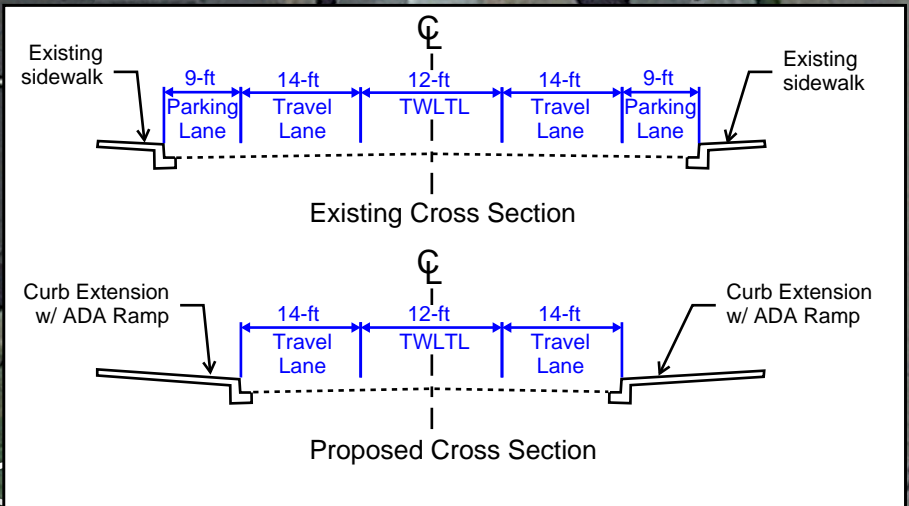
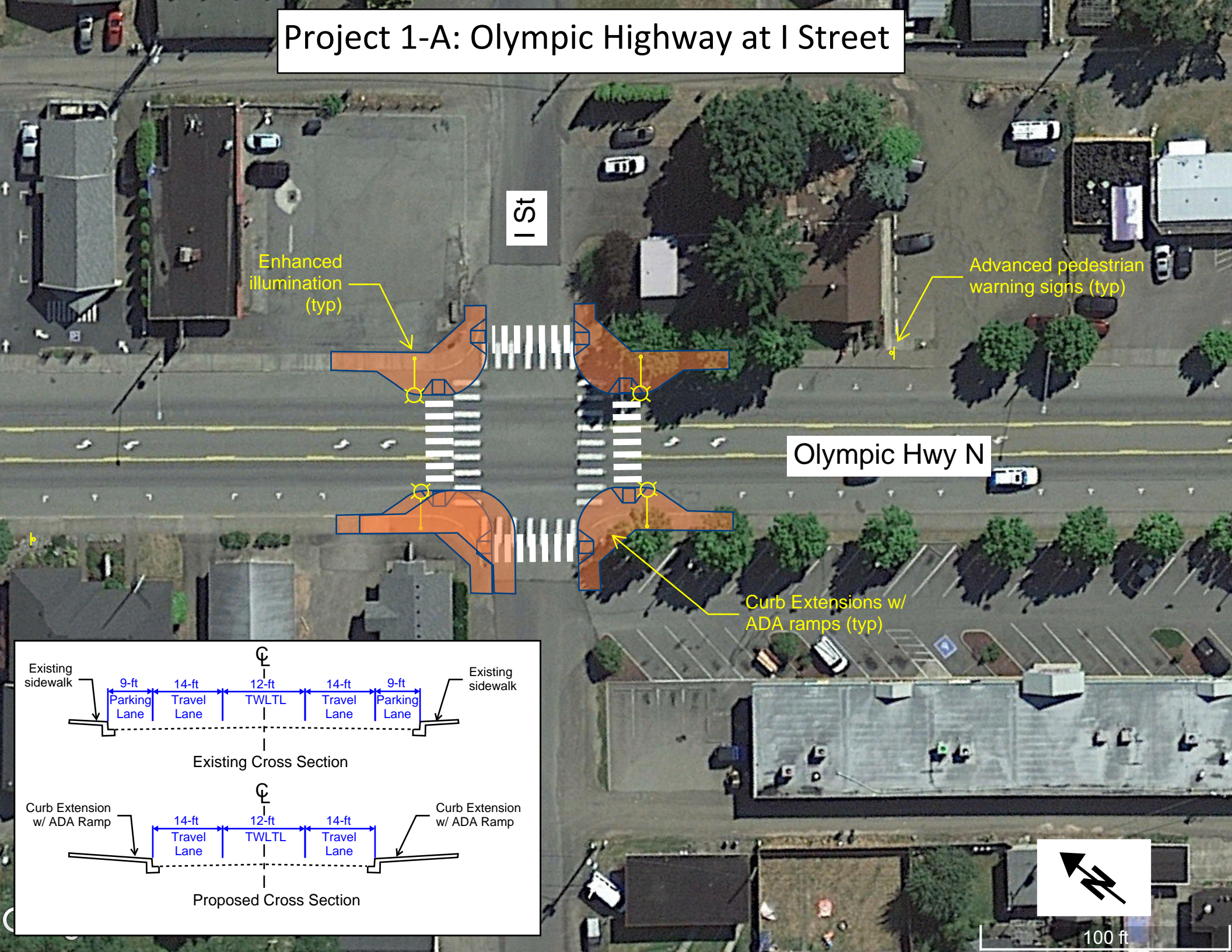
**Current Project Information:** Is this a current project? ☒ No. ☐ Yes.

**Crash data for Spot Location projects:** List the fatal and serious injury crashes this project has the potential to address. The spot location project must address one or more fatal and/or serious crashes from 2016-2020.

No serious or fatal injury crashes reported.



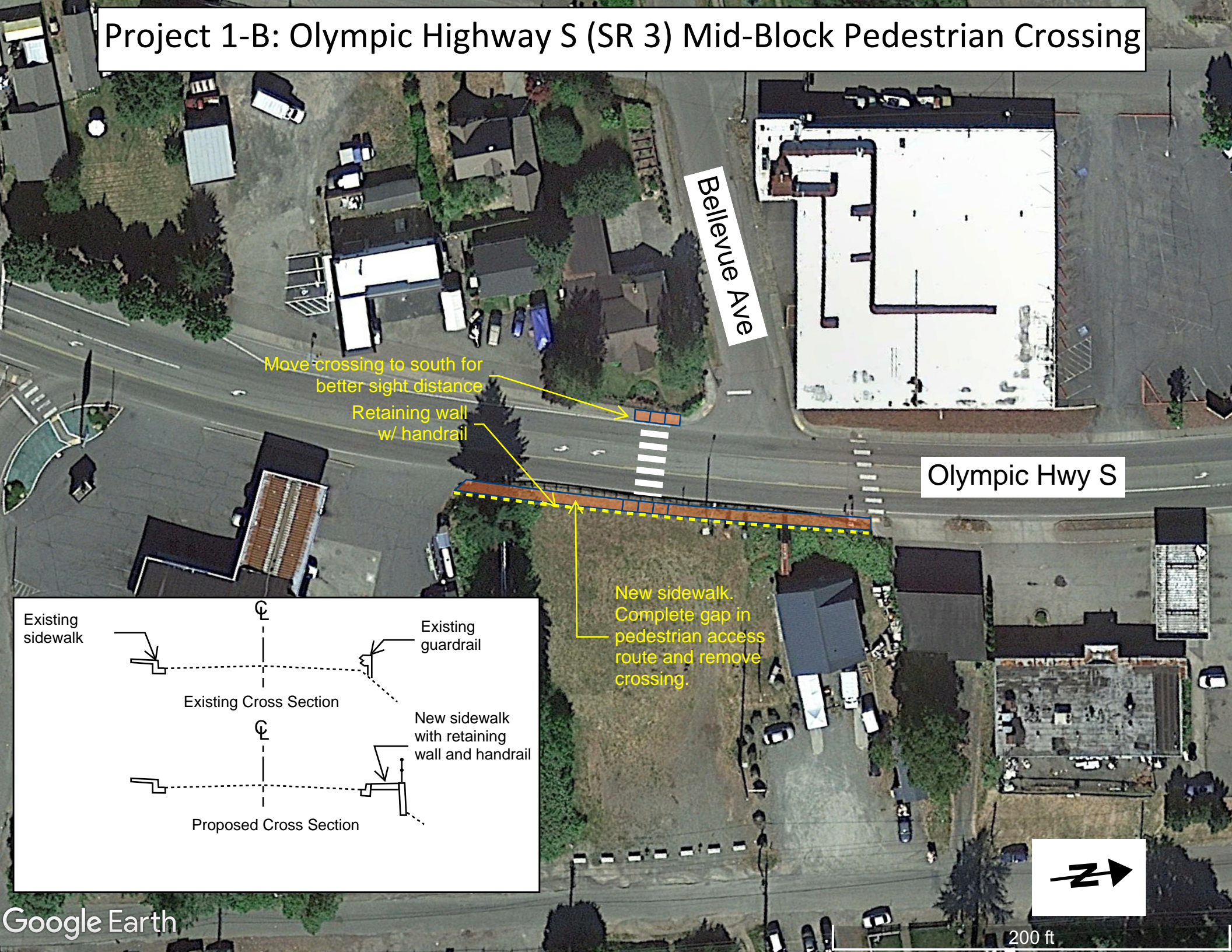
# Project 1-A: Olympic Highway at I Street



100 ft



# Project 1-B: Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing



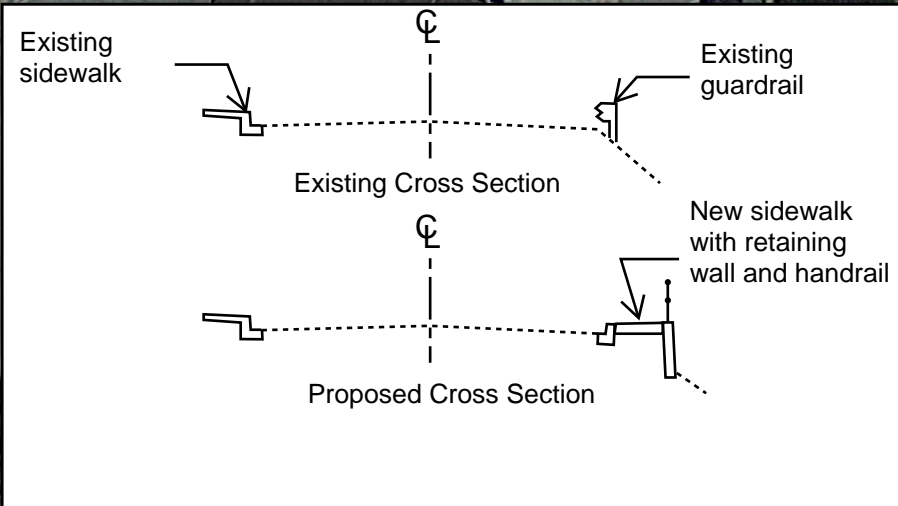
Bellevue Ave

Olympic Hwy S

Move crossing to south for better sight distance

Retaining wall w/ handrail

New sidewalk. Complete gap in pedestrian access route and remove crossing.



200 ft





Olympic Region  
7407 31st Ave NE, Lacey  
P.O. Box 47440  
Olympia, WA 98504-7440  
360-357-2600 / Fax 360-357-2601  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

February 16, 2022

Mayor Eric Onisko  
City of Shelton  
525 W Cota Street  
Shelton, Washington 98584

RE: SR 3 MP 1.60 CROSSWALK AND SIDEWALK SAFETY PROJECT  
2022 City Safety Program Funding  
WSDOT Letter of Concurrence for City of Shelton Project

Dear Mayor Onisko:

On behalf of the Washington State Department of Transportation, I would like to express our support for the City of Shelton's proposed project to make safety improvements to SR 3 by extending the sidewalk on the east side of SR 3 south to Arcadia Avenue and relocating the crosswalk crossing SR 3 from north of the Bellevue Avenue intersection to south of that intersection.

Therefore, based on the conceptual information provided to us to date, WSDOT is in support of City of Shelton's request for 2022 City Safety Program funding provided that these improvements meet all applicable WSDOT design and construction requirements, including all applicable American with Disabilities Act (ADA) requirements, for any work that occurs on the SR 3 state highway system.

Thank you for the opportunity to express our support for this very worthwhile project that City of Shelton plans to construct. If you have any questions please contact me at (360) 357-2798 or email at [SchuelJ@wsdot.wa.gov](mailto:SchuelJ@wsdot.wa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Schueler', written over a horizontal line.

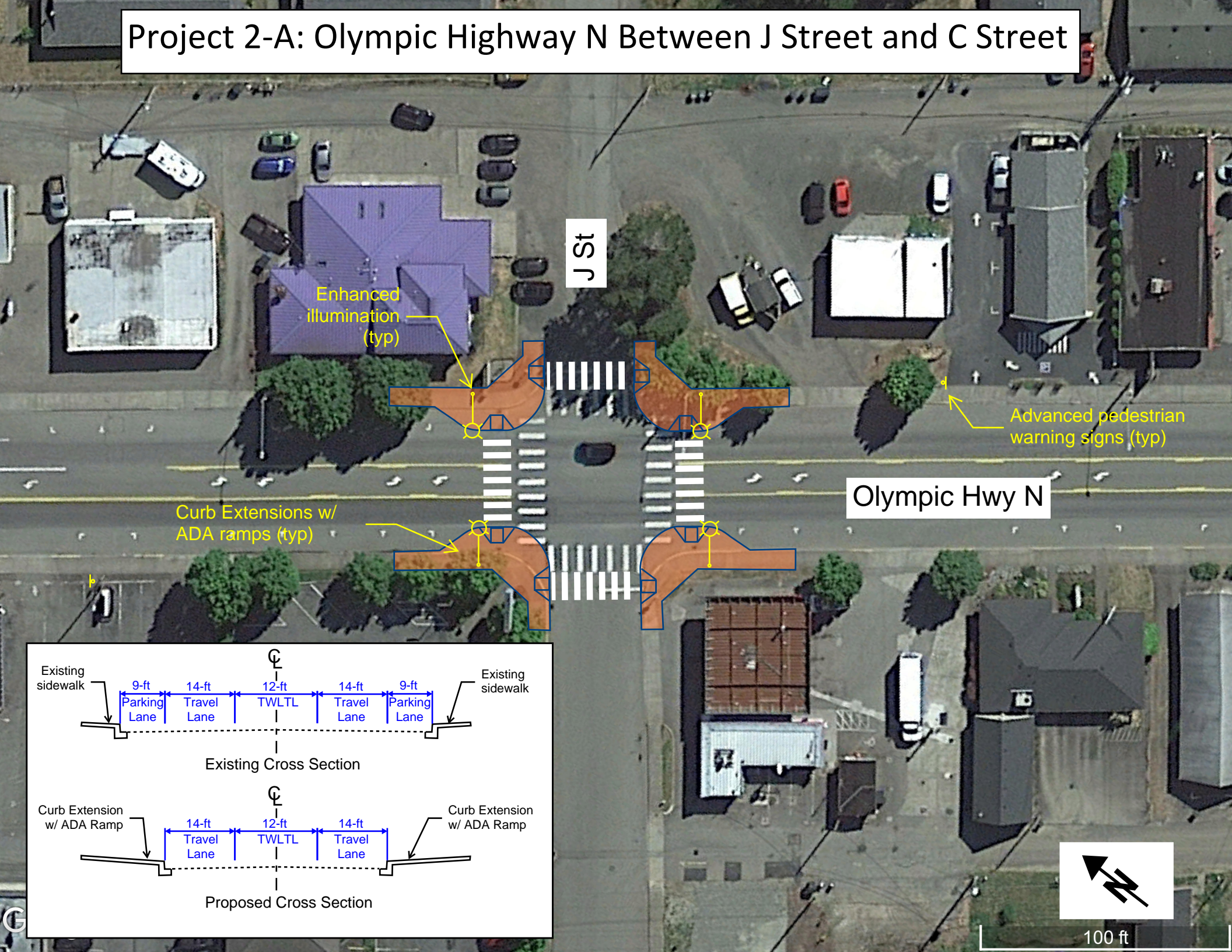
JoAnn Schueler, P.E.

Assistant Region Administrator for Multimodal Development and Delivery

JS:arl



# Project 2-A: Olympic Highway N Between J Street and C Street



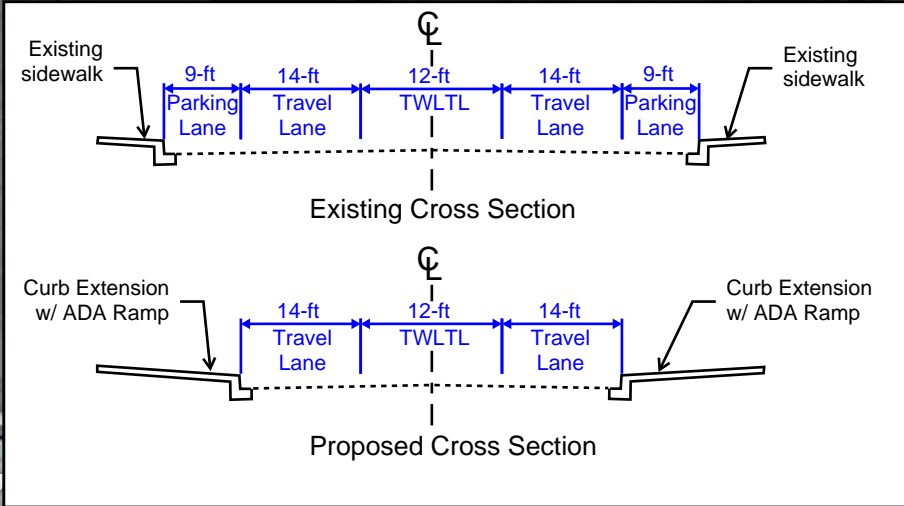
J St

Enhanced illumination (typ)

Advanced pedestrian warning signs (typ)

Olympic Hwy N

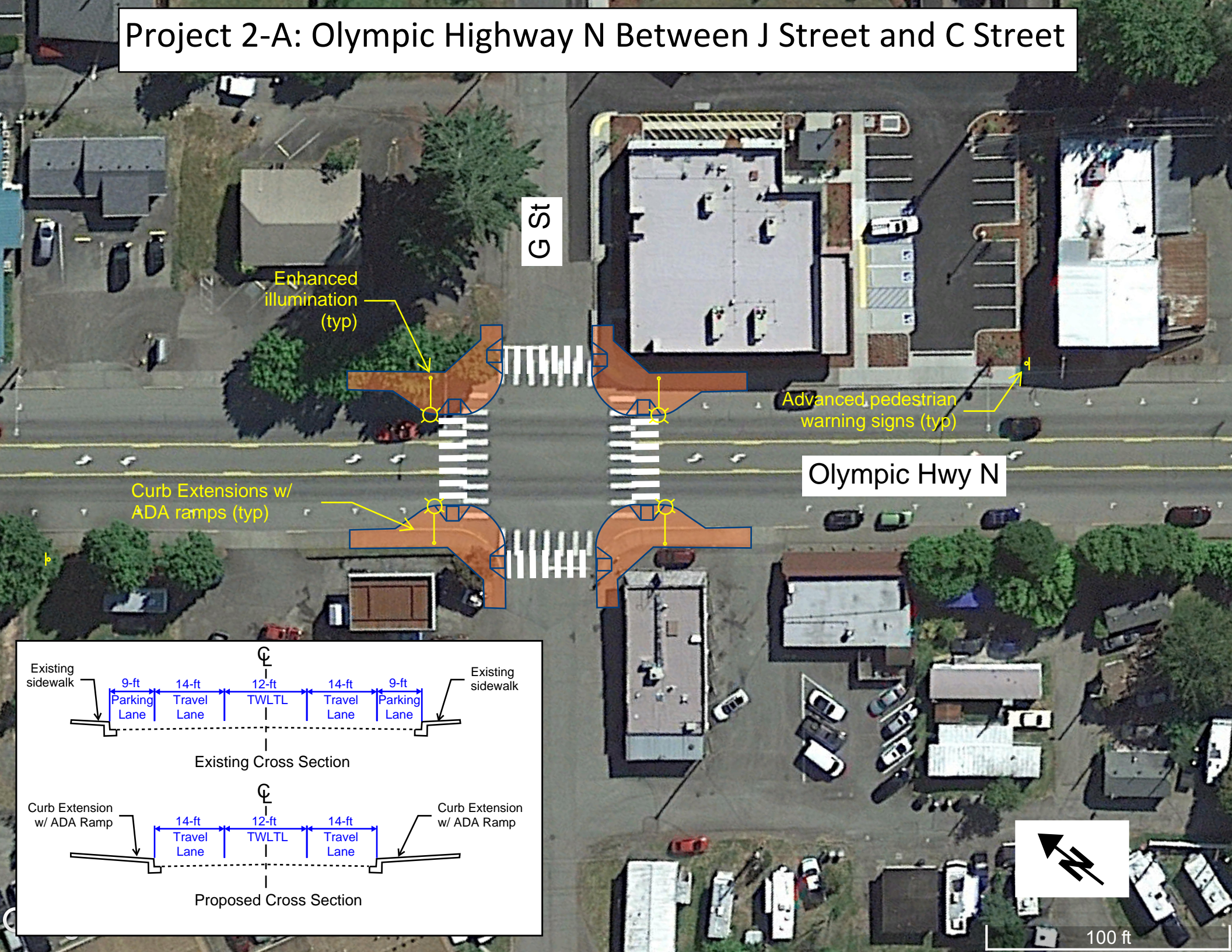
Curb Extensions w/ ADA ramps (typ)



100 ft



# Project 2-A: Olympic Highway N Between J Street and C Street

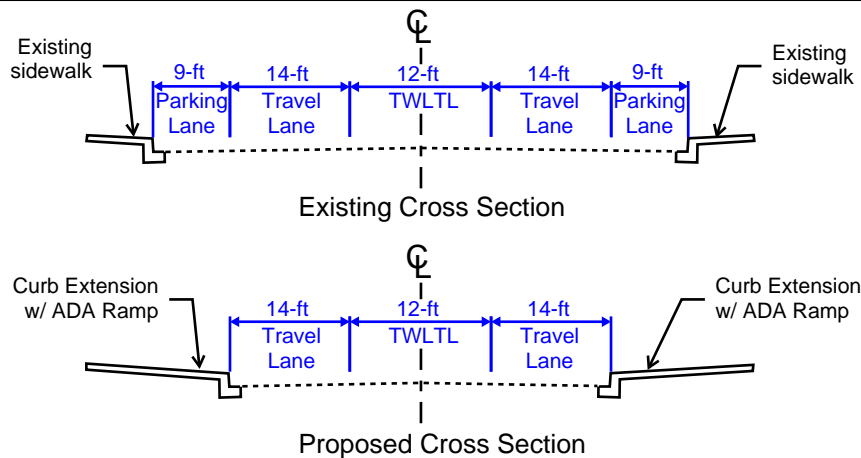


Enhanced illumination (typ)

Advanced pedestrian warning signs (typ)

Curb Extensions w/ ADA ramps (typ)

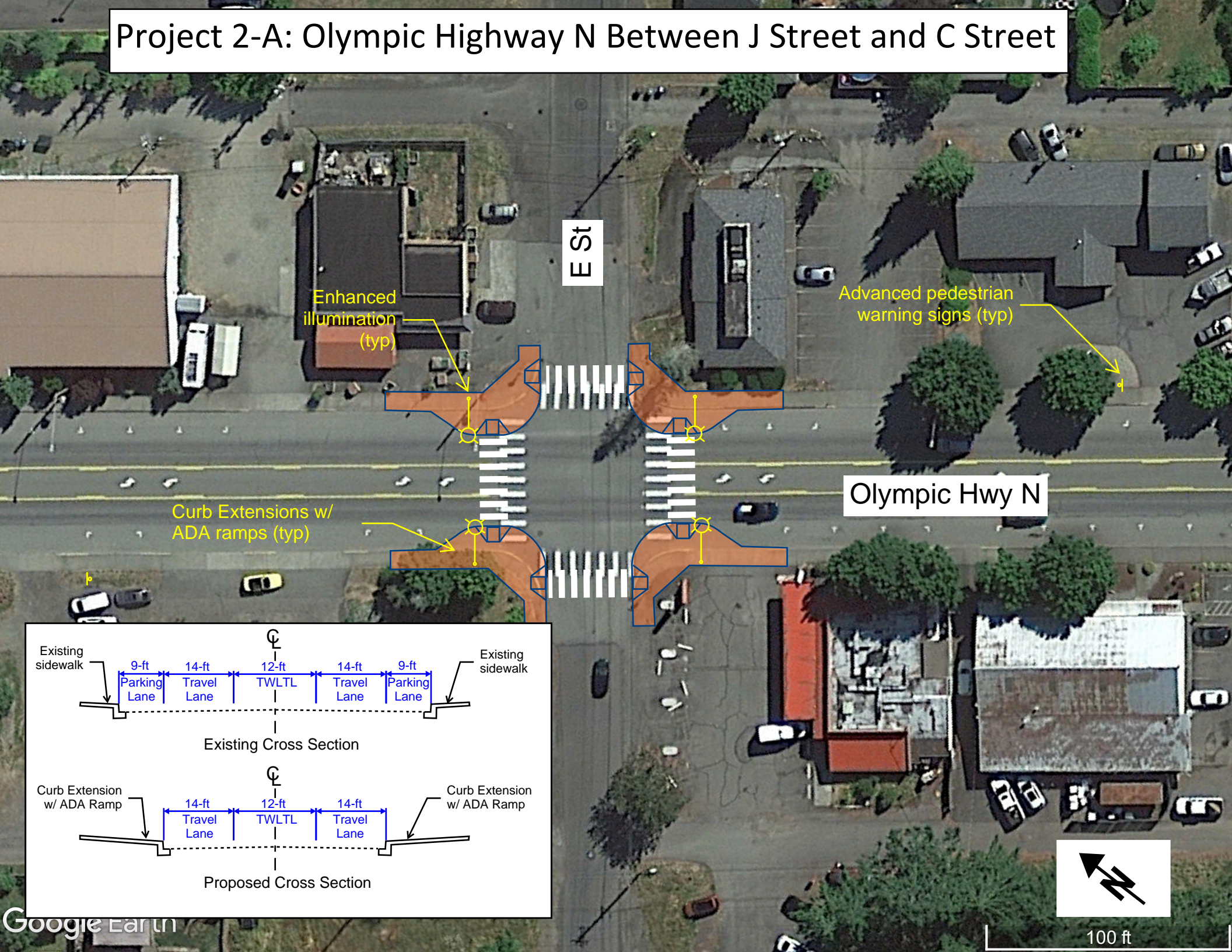
Olympic Hwy N



100 ft



# Project 2-A: Olympic Highway N Between J Street and C Street



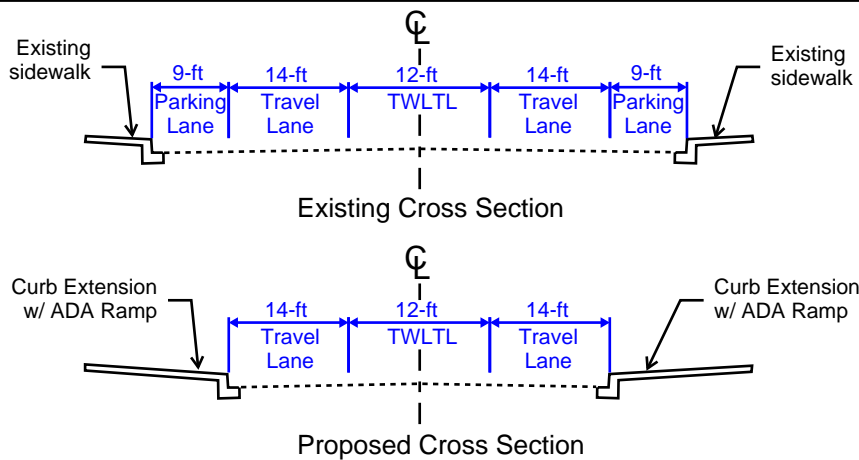
Curb Extensions w/  
ADA ramps (typ)

Enhanced  
illumination  
(typ)

Advanced pedestrian  
warning signs (typ)

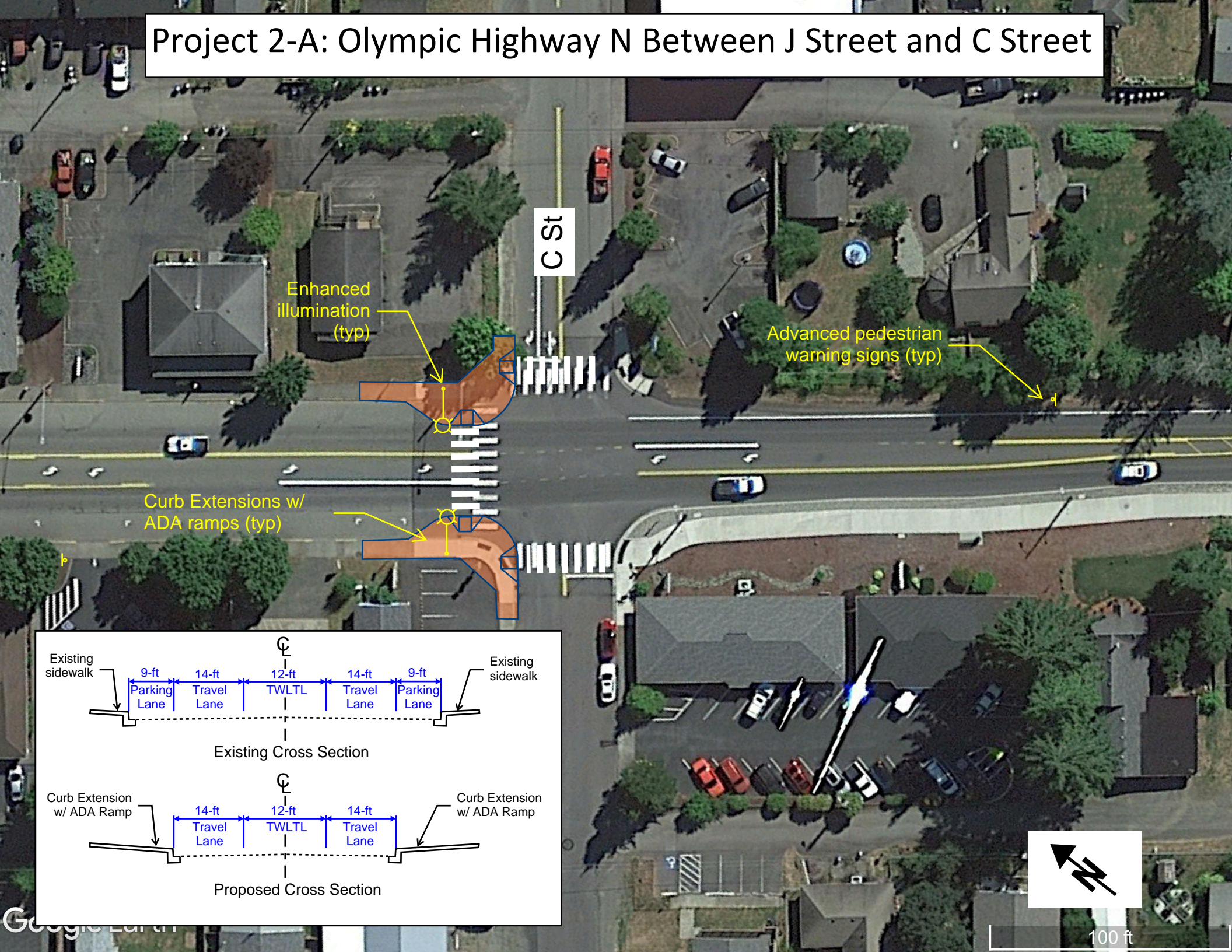
Olympic Hwy N

E St





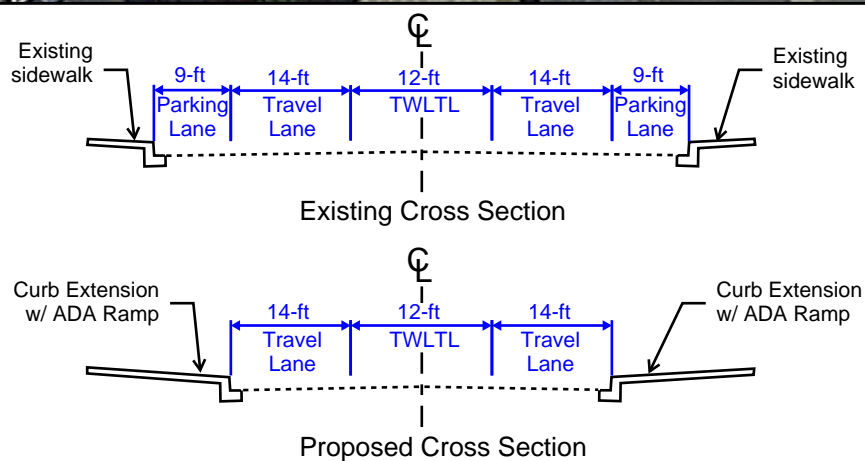
# Project 2-A: Olympic Highway N Between J Street and C Street



Enhanced illumination (typ)

Advanced pedestrian warning signs (typ)

Curb Extensions w/ ADA ramps (typ)



100 ft



# Project 2-B: W Railroad Avenue Between 8th Street and 1st Street

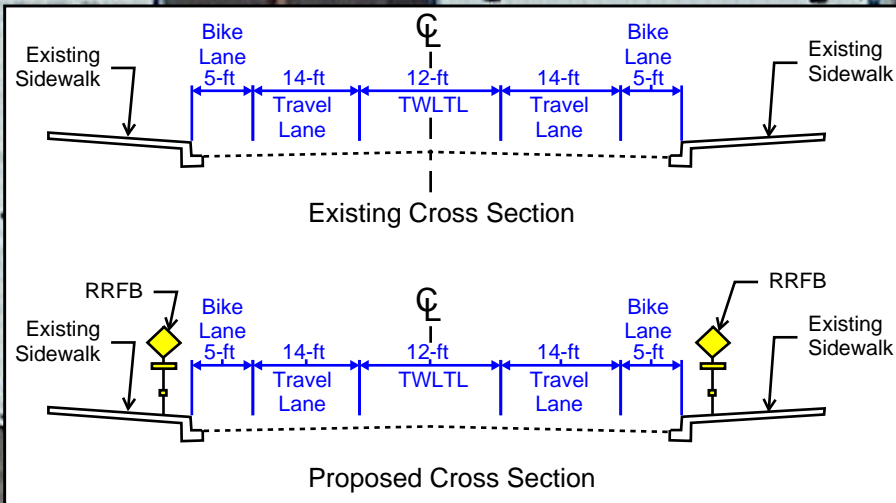
-Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7th Street to assess potential protect left-turn phasing (not shown).

-Consider adding yield to pedestrian crossing signage on traffic mast arm sat W Railroad Avenue/7th Street (not shown).

3rd St

Add RRFBs  
at crossing

Railroad Ave



100 ft



# Project 2-C: K Street at Mountain View Elementary School

Mountain View Elementary

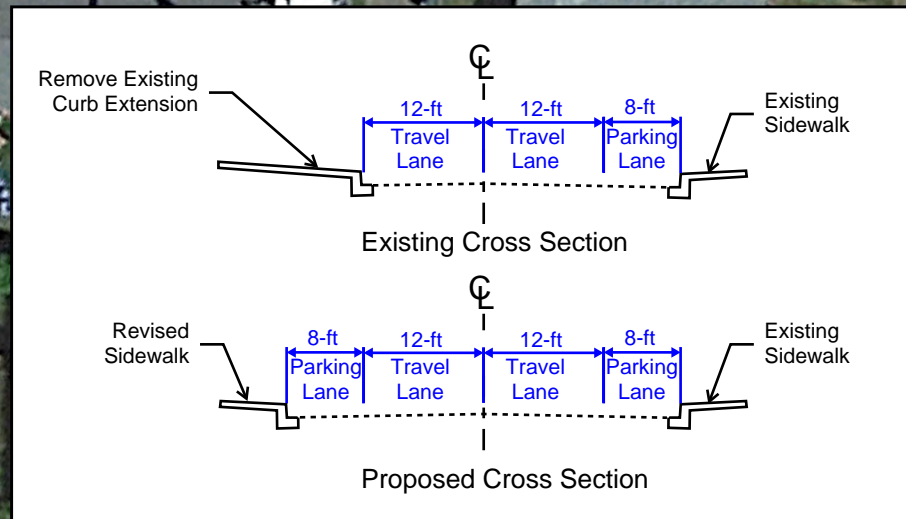
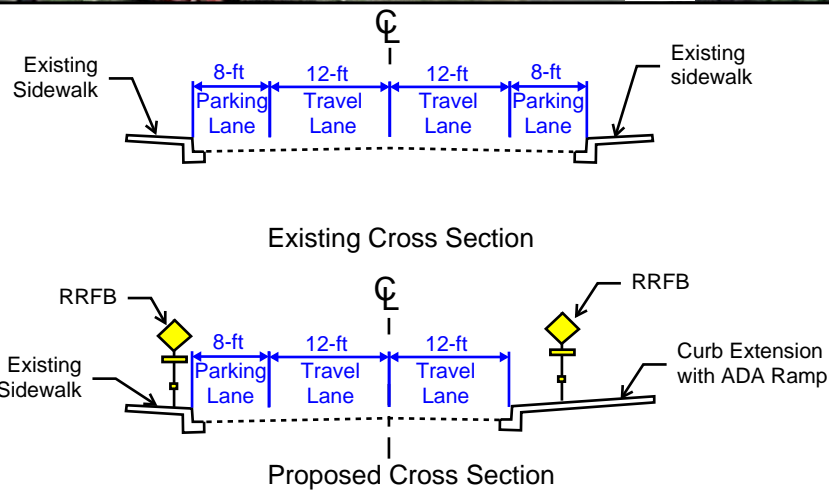
School District to relocate school sign

Construct new crossing at this location w/ RRFBs

Remove curb extensions and realign crosswalk

K St

King St



100 ft



# Local Road Safety Plan

City of Shelton  
Shelton, WA

**Prepared For:**

City of Shelton

**Prepared By:**

SCJ Alliance

8730 Tallon Lane NE, Suite 200

Lacey, WA 98516

360.352.1465

January 2022





# Local Road Safety Plan

## Project Information

Project: Local Road Safety Plan

Prepared for: City of Shelton  
525 W. Cota Street  
Shelton, WA 98584

## Reviewing Agency

Jurisdiction: City of Shelton

## Project Representative

Prepared by: SCJ Alliance  
8730 Tallon Lane NE, Suite 200  
Lacey, WA 98516  
360.352.1465  
scjalliance.com

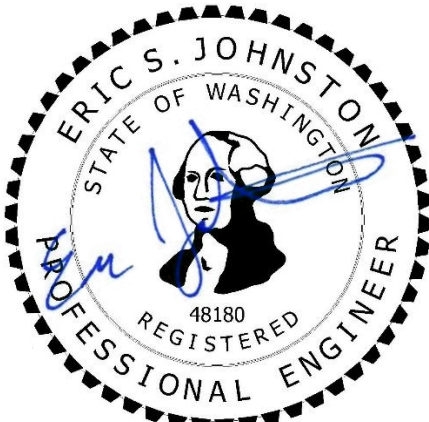
Contact: Ryan Shea, PTP, Senior Transportation Planner  
Eric Johnston, PE, Principal

Project Reference: SCJ #615.OCA

Path: N:\Projects\0615 City of Shelton\0615.OCA  
Local Road Safety Plan\04-Dels\2022-0228 Local  
Road Safety Plan.docx

## Signature

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.



2/28/2022

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Prepared by Ryan Shea, PTP and Anne Sylvester, PTE

---

Approved by Eric Johnston, PE

# Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Purpose of the Study .....	1
1.2	Analysis Methodology .....	1
1.3	Study Area .....	1
1.4	Report Content and Organization .....	2
<b>2</b>	<b>ANALYSIS OF HISTORIC CRASH DATA .....</b>	<b>4</b>
2.1	Severe Crashes .....	4
2.2	Pedestrian and Bicycle Crashes .....	4
2.3	Corridor Crashes .....	7
2.4	Intersection Crashes .....	7
2.5	Comparison with Western Washington .....	14
<b>3</b>	<b>SELECTION OF MOST COMMON RISK FACTORS .....</b>	<b>16</b>
<b>4</b>	<b>IDENTIFICATION OF HIGH PRIORITY LOCATIONS .....</b>	<b>17</b>
4.1	Selection of High Priority Locations based on Technical Analysis .....	17
4.2	Local Input .....	17
<b>5</b>	<b>IDENTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS .....</b>	<b>20</b>
5.1	Olympic Highway N .....	20
5.2	Wallace Kneeland Boulevard .....	21
5.3	N 7 <sup>th</sup> Street .....	22
5.4	W Railroad Avenue .....	23
5.5	S 1 <sup>st</sup> Street (SR 3) .....	24
5.6	Olympic Highway S (SR 3) .....	25
5.7	Additional Local Concern Locations .....	27
<b>6</b>	<b>PRIORITIZED LIST OF COUNTERMEASURES .....</b>	<b>32</b>

## List of Tables

Table 1. Summary of Crash Data for 20 Highest Corridors .....	9
Table 2. Data Summary for Signalized Intersections with More than Five Crashes .....	11
Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes.....	12
Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes .....	15
Table 5. Countermeasure Prioritization and Cost Estimates .....	33

## List of Figures

Figure 1. Study Area and Vicinity .....	3
Figure 2. 2016-2020 Crashes in Shelton .....	5
Figure 3. 2016-2020 Severe Crashes in Shelton.....	6
Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton .....	8
Figure 5. Priority Corridors and Local Safety Concern Locations .....	19
Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations.....	20
Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing .....	22
Figure 8. W Railroad Avenue Between 8 <sup>th</sup> Street and 1 <sup>st</sup> Street.....	23
Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing .....	26
Figure 10. Mountain View Elementary School.....	28
Figure 11. Westbound Pine Street approaching N 1 <sup>st</sup> Street.....	29
Figure 12. E Fir Street approaching Magnolia Avenue.....	30
Figure 13. N 13 <sup>th</sup> Street/Shelton Springs Road Intersection .....	31
Figure 14. Northcliff Road/Terrace Boulevard Intersection .....	32



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# 1 INTRODUCTION

The City of Shelton is actively pursuing improvements to reduce crashes and enhance safety for its multimodal transportation system. As part of that effort, the city has prepared this *Local Road Safety Plan* (LRSP) following the risk-based, data-driven analytical procedures outlined in guidance provided by the Washington State Department of Transportation (WSDOT) Local Programs Division. This guidance is designed to support WSDOT's efforts to implement the *Target Zero – Washington State Strategic Highway Safety Plan* which relies on a data-based approach that analyzes crash trends and contributing factors in the development of successful crash reduction strategies.

## 1.1 Purpose of the Study

The purpose of this plan is to improve safety for different modes of transportation along city streets through the analysis of crash data, identifying and prioritizing risk factors that impact safety and establishing and prioritizing engineering countermeasures and strategies that reduce the number and severity of crashes in the city.

## 1.2 Analysis Methodology

The Local Road Safety Plan follows the WSDOT's recommended approach for developing a prioritized list of engineering countermeasures. Analysis was conducted following a multi-step process that relied on five years of crash data (2016 through 2020). The multi-step process includes:

1. Evaluate crash data to identify crashes with a fatality and/or a serious injury and characterize crash types and locations that have an average of one crash or more per year.
2. Based on this data, identify key risk factors which contribute to the crashes identified in the city of Shelton and compared to an average of risk factors for Western Washington in the aggregate. Risk factors were categorized into three priority levels based on significance in relation to the reported severe crashes.
3. Select the most common risk factors and group these by priority level based on their significance in relation to the reported severe crashes.
4. Identify and score high priority crash locations.
5. Identify countermeasures to address the types of crashes in the high priority locations.
6. Develop a prioritized list of projects including both systemic and spot improvements and cost estimates.

## 1.3 Study Area

The study area for the Shelton Local Road Safety Plan includes the entire city of Shelton. The population of Shelton was 9,834 in 2010, growing to an estimated 10,390 by 2020<sup>1</sup>. This data indicates that the population in Shelton grew by over 5.6 percent during the ten years between 2010 and 2020. The population of Mason County in 2010 was 60,699 of which Shelton represented 15.5 percent. By 2020,

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<sup>1</sup> [https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm\\_april1\\_poptrends.pdf](https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf)

Mason County's population was estimated to increase to 65,650<sup>2</sup> of which Shelton was 15.8 percent indicating that Shelton is growing more rapidly than Mason County. Based on projections from the Washington Office of Financial Management, Shelton's population is expected to grow to approximately 85,000 by 2040, an increase of 29.5 percent<sup>3</sup>.

As the Mason County seat, Shelton is a governmental employment, health care and educational center for the county. Government is the largest employer in the county, followed by the service industry and retail industry. Shelton is also a bedroom community for persons employed in Bremerton, including the Kitsap Naval Base.

**Figure 1** illustrates the boundaries of the City of Shelton and its general location in Western Washington. The figure also identifies key roadway corridors which include US 101, Wallace Kneeland Boulevard, Olympic Highway North, Alder Street, First Street, Railroad Avenue, SR 3 (which includes portions of Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South). US 101 serves as the major roadway connection between Shelton and the region, linking to the Aberdeen/Hoquiam area to the southwest and Olympia to the southeast. As a grade-separated state highway facility with limited access, crash data from US 101 has not been included in the analysis presented in this report. Both US 101 and SR 3 are freight and commuter routes.

## 1.4 Report Content and Organization

This report is organized into six chapters, the first of which is this Introduction. **Chapter 2** identifies and discusses historic crash data in the City of Shelton (2016 through 2020) with an emphasis on what are characterized as "severe" crashes. These include crashes that result in fatalities and/or serious injury. Chapter 2 also presents historic data for bicycle and pedestrian crashes in the city. Crash data is stratified by both corridors and intersections focusing on the top twenty corridors and intersections that averaged at least one crash per year. Chapter 2 also includes a summary of risk factors by number and percent for severe crashes in Shelton in comparison with Western Washington.

**Chapter 3** documents the most common risk factors as identified through analysis of the crash data presented in Chapter 2. Risk factors were categorized into two priority levels based on significance in relation to the reported severe crashes.

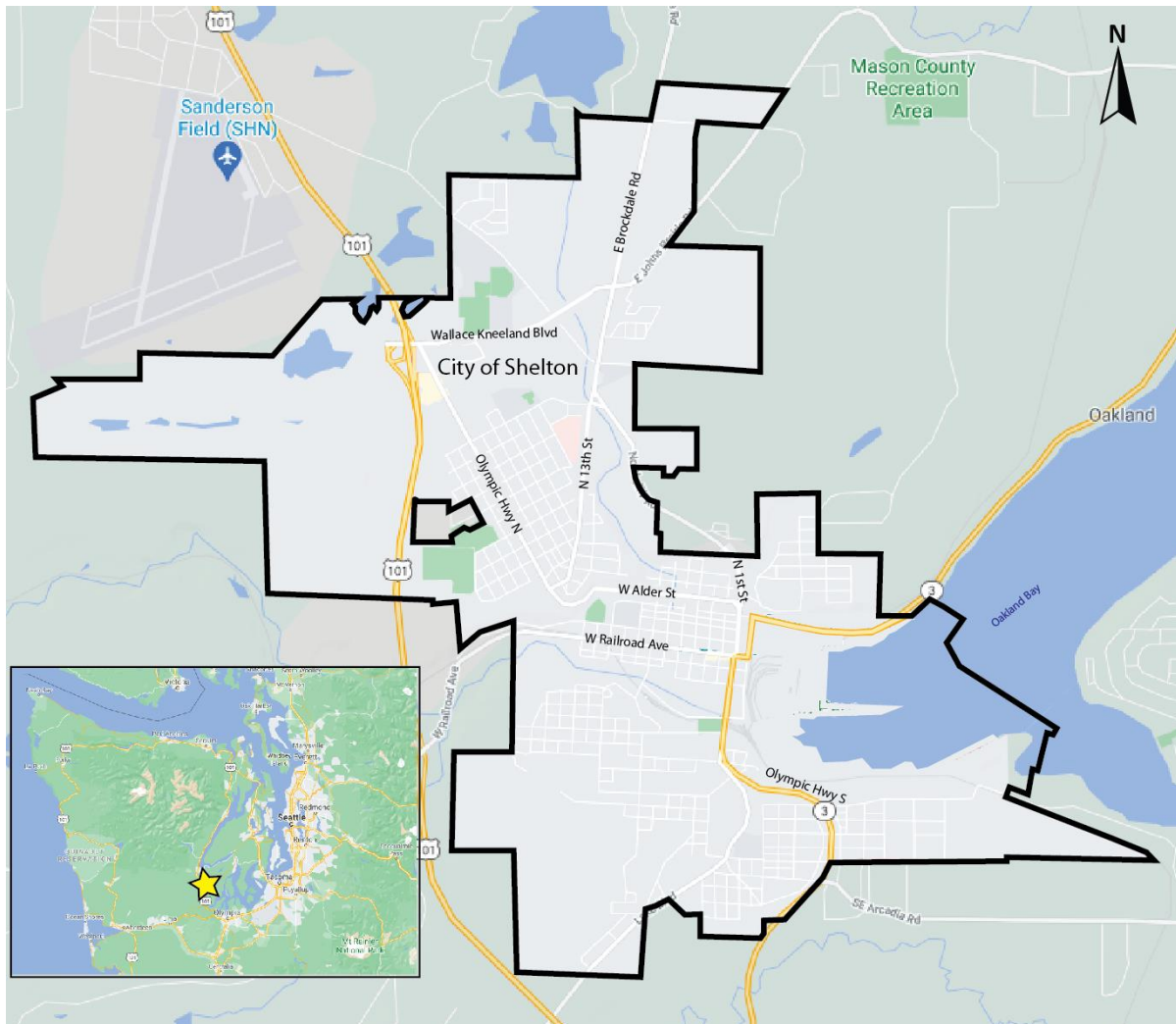
**Chapter 4** identifies high priority crash locations using the Level 1 risk factors identified in Chapter 3. Each risk factor is scored on a relative scale in terms of the number of crashes that are affected by these factors. Scoring criteria include Low number of crashes associated with a specific risk factor, medium number of crashes and High number of crashes. The low, medium, and high levels are given points which are assigned to each corridor and risk factor. Total points for each corridor are summed and corridors ranked based on this total.

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<sup>2</sup> [https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm\\_april1\\_poptrends.pdf](https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf)

<sup>3</sup> [https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections17/GMA\\_2017\\_county\\_pop\\_projections.pdf](https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections17/GMA_2017_county_pop_projections.pdf)

**Figure 1. Study Area and Vicinity**



**Chapter 5** discusses the identification of countermeasures for each of the high priority corridors and local concern areas based on the likely effectiveness of the countermeasure in addressing the relevant types of crashes and risk factors at each location.

**Chapter 6** presents a further refinement of the identification of countermeasures in the high priority corridors focusing on both systemic measures that can be implemented throughout the city and spot locations where specific countermeasures can be applied. For systemic improvements, applicable locations were identified, and planning level cost estimates were prepared. For spot improvements, the discussion focuses on specific activities that can be implemented at these priority locations along with planning level cost estimates.



## 2 ANALYSIS OF HISTORIC CRASH DATA

Historical crash data was obtained for the City of Shelton for the five-year time period from January 1, 2016 through December 31, 2020. Crash data is collected by WSDOT from all crash reports completed by responding law enforcement officials. Crash data includes information related to crash circumstances, locations, driver behaviors, contributing factors, and severity including degree of injury. This data can be used to identify the factors that most clearly indicate the reasons why a crash occurred and provide the basis for developing engineering, education, or enforcement countermeasures.

WSDOT crash data included all streets within the city limits of Shelton plus portions of SR 3 along Pine Street, Front Street, Railroad Avenue, First Street and Olympic Highway South. As noted in the Introduction, US 101 through the city is not included in the database or the analysis conducted for this report as it is a limited access, grade-separated facility through the city.

During the five-year analysis period, there were a total of 832 crashes with 632 crashes occurring on City-operated streets and 200 crashes occurring on SR 3 which is operated by WSDOT. **Figure 2** presents a graphic image of these crashes by location. The more intense the colors in the figure, the greater the number of crashes that occurred during the five-year period. Of particular significance for the analysis presented in this report are severe crashes and those involving bicyclists and/or pedestrians. These crashes are discussed in the following sections and illustrated in Figures 3 and 4.

### 2.1 Severe Crashes

Of the 832 total crashes on Shelton streets, two crashes resulted in a fatality and 14 resulted in a serious injury. Fatalities represent a total of 0.02 percent of all crashes in the city, while serious injuries represent a total of 1.7 percent of citywide crashes. Fatal and serious injury crashes, referred to in this report as severe crashes, are the focus of the Local Road Safety Plan. Of the 16 severe crashes, four occurred on SR 3 within the city limits, three occurred on Olympic Highway North, and the remaining nine occurred on other streets. **Figure 3** shows the location of the 16 severe collisions during the five-year study period.

Seven severe crashes occurred at intersections, and four of those crashes occurred at intersections that do not have traffic signals. None of the seven intersections experienced more than one severe crash during the 2016-2020 study period. Figure 3 does not show crashes that occurred on US 101 as this is a limited access facility under the jurisdiction of WSDOT.

### 2.2 Pedestrian and Bicycle Crashes

There were 38 total crashes in Shelton during the study period which involved a pedestrian or bicyclist. Ten, or 26 percent, of these crashes resulted in a serious injury or a fatality, eight for pedestrians and two for bicyclists. This high percentage out of all bicycle and pedestrian crashes compares to the low percentage that severe crashes represent out of total citywide crashes - less than 2 percent. This high bicycle and pedestrian percentage is indicative of the much higher level of risk assumed by vulnerable bicyclists and pedestrians as they use the multimodal transportation system.

Figure 2. 2016-2020 Crashes in Shelton

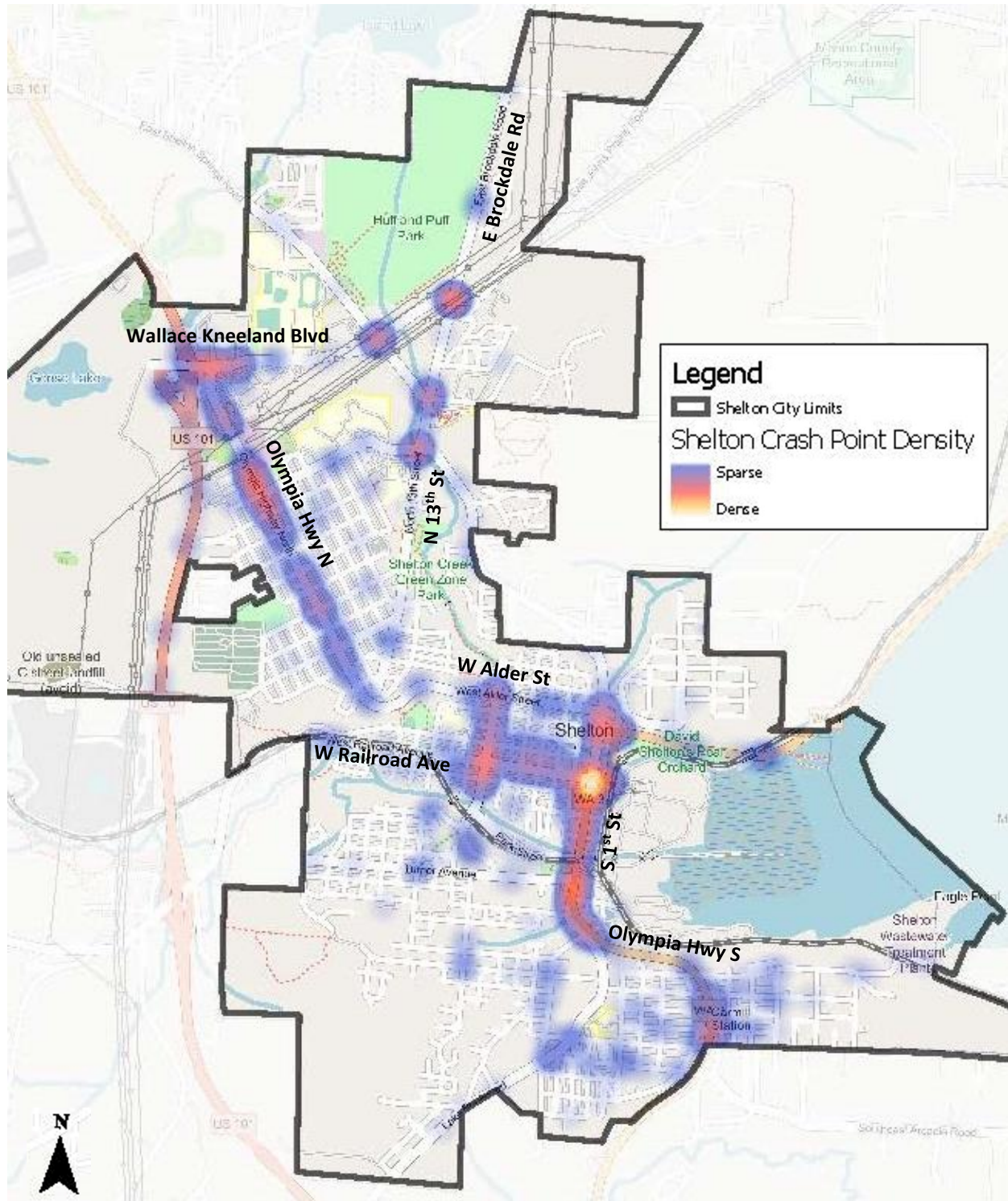
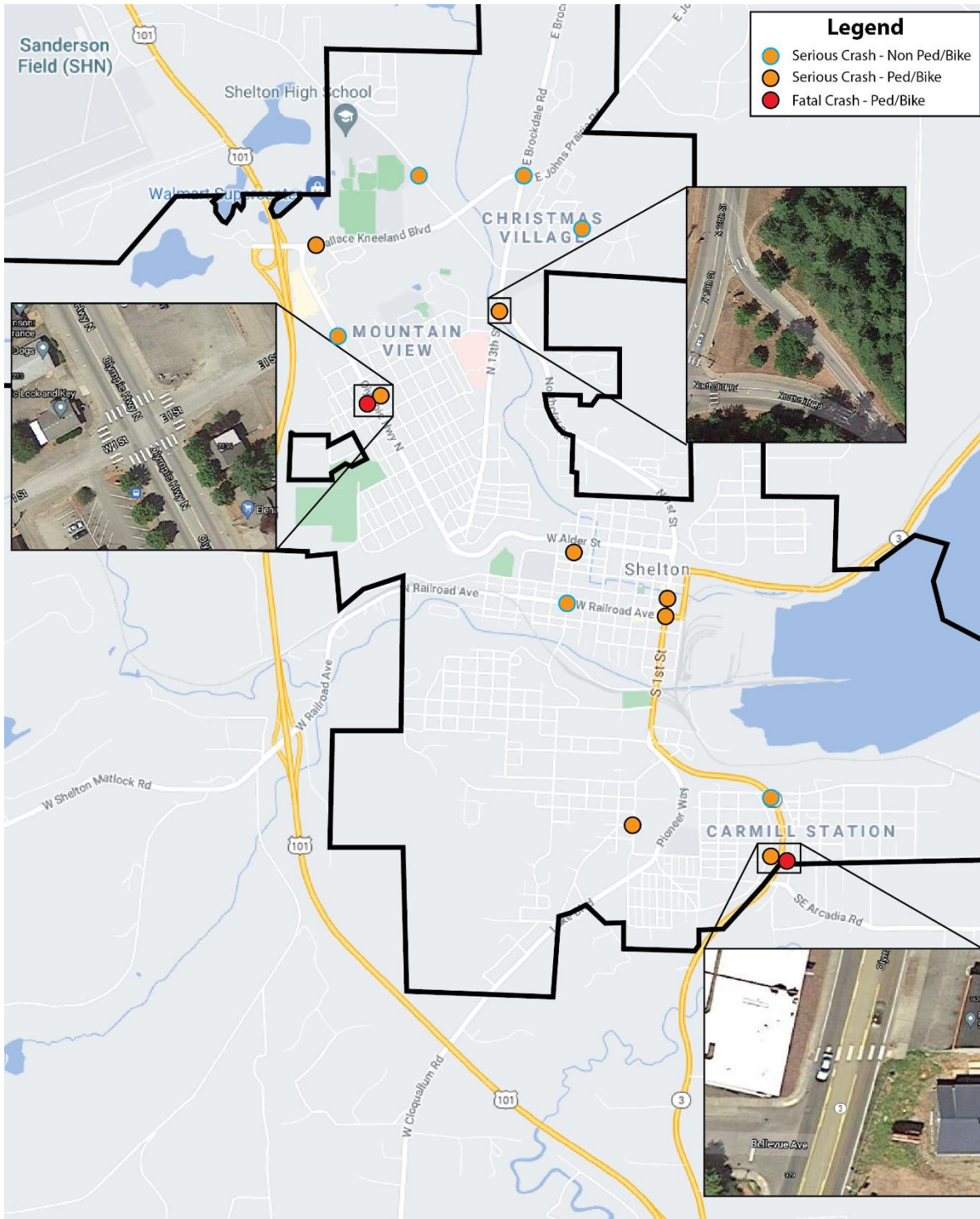


Figure 3. 2016-2020 Severe Crashes in Shelton





**Figure 4** shows the location of the pedestrian and bicycle crashes. The locations where the most severe pedestrian and bicycle crashes occurred are:

- Olympic Highway North in the vicinity of I Street (one fatal crash and one serious injury crash both of which involved pedestrians)
- SR 3 in the vicinity of Bellevue Avenue (also one fatal crash and one serious injury crash both of which involved pedestrians)
- Serious injury pedestrian crashes also occurred on:
  - Wallace Kneeland Boulevard in the vicinity of Olympic Highway North
  - 13<sup>th</sup> Street at Northcliff Road
  - SR 3 at Railroad Avenue
  - Seattle Avenue west of 2<sup>nd</sup> Street
- Serious injury bicyclist crashes also occurred on:
  - 1<sup>st</sup> Street at Franklin Street
  - 7<sup>th</sup> Street west of Pine Street

## 2.3 Corridor Crashes

The analysis of crash data included identification of the 20 street corridors within the city where the most crashes occurred. **Table 1** summarizes this data including both crashes by type and a description of key corridor characteristics such as segment length, functional classification, number of travel lanes and posted speed limit. As shown in the table, common crash types in the 20 highest corridors include rear end, sideswipe, right turns, head-on, hitting a parked vehicle, left turns, angles, hitting fixed objects, pedestrians, bicyclists (pedal cyclists) and “other”.

**South 1<sup>st</sup> Street** led the list of corridors with the highest number of crashes – 116 in five years or an average of 23 per year over its 0.40-mile length between Mill Street and Railroad Avenue. This street is a portion of SR 3 through the heart of the city and designated as a Principal Arterial.

**Olympic Highway North** between Alder Street and Wallace Kneeland Boulevard experienced 115 crashes over five years with essentially the same annual average of 23 crashes per year. This corridor is a designated Principal Arterial and a total of 1.05 miles in length.

The corridor with the third highest number of crashes over the five-year period is **Olympic Highway South**, another portion of SR 3 through the city. This highway segment is 1.25 miles long between the south city limits and Mill Street and experienced 51 crashes over five years or about ten crashes per year.

## 2.4 Intersection Crashes

This section presents a discussion of severe crashes at intersections in the City of Shelton that occurred during the five-year analysis period. **Table 2** includes data for signalized intersections, while **Table 3** shows data for unsignalized intersections.



Figure 4. 2016-2020 Bicycle and Pedestrian Crashes in Shelton

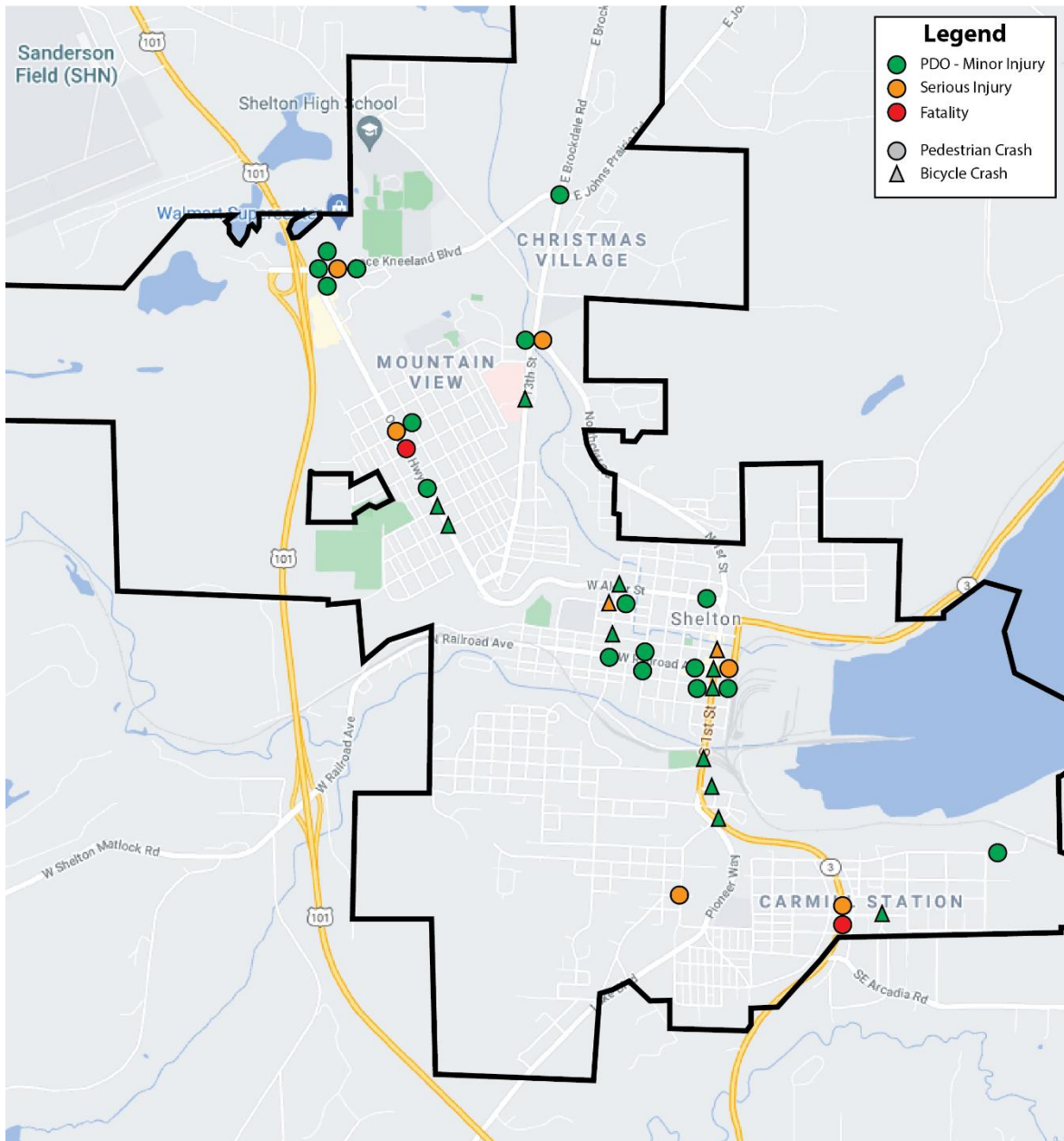


Table 1. Summary of Crash Data for 20 Highest Corridors

Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Existing Crashes by Type											
						Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
S 1 <sup>st</sup> Street (SR 3)	Mill Street to Railroad Avenue	0.40	Principal Arterial	2 Thru & TWLTL	25	66	2	2	1	1	8	20	9	3 (1)	3	1	116 (1)
Olympic Highway N	W Alder Street to E Wallace Kneeland Boulevard	1.05	Principal Arterial	2 thru & TWLTL	30	26	7	5	2	6	3	49 (1)	8	4 (2)	2	3	115 (3)
Olympic Highway S (SR 3)	City limits to Mill Street	1.25	Principal Arterial	2 Thru & TWLTL	30	16	6	1 (1)	1	1	2	12	7	2 (2)	1	2	51 (3)
Wallace Kneeland Boulevard	Olympic Highway N to Shelton Springs Road	0.55	Principal Arterial	4 thru & TWLTL	30	10	5	1	0	0	6	11	3	4 (1)	0	1	41 (1)
W Railroad Avenue	N 1 <sup>st</sup> Street/S First Street/E Railroad Avenue to Pacific Ct (City limits)	0.90	Principal Arterial	2 thru	25	11	2	0	0	6	5	7	3	3	0	4	41 (0)
N 1 <sup>st</sup> Street	Railroad Avenue to Moore Avenue	0.55	Principal Arterial	2 thru	25	6	1	1	1	1	6	14	2	0	1 (1)	3	36 (1)
N 7 <sup>th</sup> Street	W Railroad Avenue to W Alder Street	0.25	Major Collector	2 thru	25	2	1	1	0	3	4	14	0	2	2 (1)	0	29 (1)
E Brockdale Road	Wallace Kneeland Blvd/E Johns Prairie Rd/N 13th St to City limits	0.85	Minor Arterial	2 thru	30	7	1	0	0	0	0	11 (1)	3	0	0	0	22 (1)
E Pine Street (SR 3)	Front St to city limits	0.61	Principal Arterial	2 thru	35	4	4	0	1	0	1	0	1	0	0	2	15 (0)
W Cota Street	S 12 <sup>th</sup> Street to S 1 <sup>st</sup> Street	0.60	--	2 thru	25	1	1	0	0	5	2	7	1	0	0	1	18 (0)
W Alder Street	N 1 <sup>st</sup> Street to Olympic Highway N	0.70	Principal Arterial	3 thru	30	3	1	0	0	2	2	3	4	1	1	1	18 (0)

Corridor	Segment	Segment Length (Miles)	Functional Classification	Number of Travel Lanes	Speed Limit	Existing Crashes by Type											
						Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
N 13 <sup>th</sup> Street	N 12th Street to Wallace Kneeland Boulevard/E Johns Prairie Road	1.25	Minor Arterial	2 thru & TWLTL	30	2	1	0	0	0	2	6	3	1	1	2	18 (0)
S 7 <sup>th</sup> Street	W Railroad Avenue to Highland Drive	0.25	Major Collector	2 thru	25	0	0		0	2	3 (1)	6	4	0	0	0	15 (1)
Northcliff Road	Moore Avenue/N 1st Street to N 13th Street	0.80	Major Collector	2 thru	30	4	1	1	0	0	0	0	5	2 (1)	0	2	15 (1)
E K Street	Olympic Highway North - N 13th Street	0.55	Major Collector	2 thru	25	3	0	1	0	1	3	1	3	0	0	0	12 (0)
N Front Street (SR 3)	E Railroad Avenue to E Pine Street	0.15	Principal Arterial	2 thru	25	1	0	0	0	0	5	5	0	0	0	0	11 (0)
W Franklin Street	N 1 <sup>st</sup> Street to city limits	0.90	--	2 thru	25	1	0	0	0	2	2	4	1	0	0	1	11 (0)
E Railroad Avenue (SR 3)	N 1 <sup>st</sup> Street/S 1 <sup>st</sup> Street to N Front Street/S Front Street	0.05	Principal Arterial	4 thru	25	0	1	0	0	0	0	7	1	0	0	1	10 (0)
N Shelton Springs Road	N 13 <sup>th</sup> Street/Alpine Way to Tarragon Avenue (city limits)	0.85	Major Collector	2 Thru & TWLTL	30	2	0	0	0	0	1	4	3 (1)	0	0	0	10 (1)
E Arcadia Avenue	Pioneer Way to Olympic Highway S	0.35	Minor Arterial	2 thru	25	0	0	0	1	1	0	4	4	0	0	0	10 (0)
<b>Total Crashes</b>	-	-	-	-	-	<b>165</b>	<b>34</b>	<b>12</b>	<b>7</b>	<b>31</b>	<b>55 (1)</b>	<b>186 (3)</b>	<b>65 (1)</b>	<b>22 (7)</b>	<b>11 (2)</b>	<b>16</b>	<b>612 (14)</b>

Note: Numbers in brackets are severe crashes

Table 2. Data Summary for Signalized Intersections with More than Five Crashes

Signalized Intersections	Rear-end	Sideswipe	Right Turn	Head On	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
1 <sup>st</sup> Street at Railroad Avenue	10	0	0	0	0	4	8	2	1 (1)	1	2	28 (1)
1 <sup>st</sup> Street at Cota Street	14	0	0	1	0	0	3	1	0	1	0	20 (0)
Wallace Kneeland Boulevard at Olympic Highway North	5	2	1	0	0	2	5	1	2	0	0	18 (0)
K Street at 13 <sup>th</sup> Street	4	0	0	0	0	4	3	1	2 (1)	0	2	16 (1)
Railroad Avenue at 7 <sup>th</sup> Street	1	2	0	0	1	5 (1)	6	0	1	0	0	16 (1)
1 <sup>st</sup> Street at Mill Street	11	1	0	0	0	0	2	0	0	1	0	15 (0)
Wallace Kneeland Boulevard at Shelton Springs Road	3	0	0	0	0	3	6	0	0	0	1	13 (0)
Olympic Highway North at K Street	4	1	1	0	0	1	4	1	0	0	0	12 (0)
Wallace Kneeland Boulevard at Kneeland Plaza Access	3	0	1	0	0	2	5	0	0	0	0	11 (0)
Olympic Highway South at Cascade Avenue	3	0	0	0	0	2	3	1	0	0	0	9 (0)
<b>Total</b>	<b>58</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>23 (1)</b>	<b>45</b>	<b>7</b>	<b>6 (2)</b>	<b>3</b>	<b>5</b>	<b>158 (3)</b>

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.



**Table 3. Data Summary for Unsignalized Intersections with More than Five Crashes**

<b>Unsignalized Intersections</b>	<b>Rear-end</b>	<b>Sideswipe</b>	<b>Right Turn</b>	<b>Parked Vehicle</b>	<b>Left Turn</b>	<b>Angle</b>	<b>Fixed Object</b>	<b>Pedestrian</b>	<b>Pedal cyclist</b>	<b>Other</b>	<b>Total (Severe)</b>
Wallace Kneeland/Johns Prairie Road at Brockdale Road/13th Street	8	0	0	0	2	10 (1)	0	1	0	0	21 (1)
1 <sup>st</sup> Street at Pine Street	1	0	0	0	0	12	0	0	0	0	13 (0)
1 <sup>st</sup> Street at Turner Avenue	11	0	0	0	0	1	0	0	0	0	12 (0)
Front Street at Pine Street	1	0	0	0	5	5	0	0	0	0	11 (0)
1 <sup>st</sup> Street at Alder Street	0	0	0	0	4	3	3	0	0	0	10 (0)
7 <sup>th</sup> Street at Franklin Street	1	1	1	0	1	5	0	0	1	0	10 (0)
Cota Street at 7 <sup>th</sup> Street	0	0	0	1	2	7	0	0	0	0	10 (0)
Railroad Avenue at Front Street	1	1	0	0	0	7	0	0	0	0	9 (0)
Brockdale Road at N 13th Street/Alpine Way	0	0	0	0	0	9	0	0	0	0	9 (0)
7 <sup>th</sup> Street at Alder Street	1	0	0	0	5	1	0	0	1	0	8 (0)
1 <sup>st</sup> Street at Grove Street	2	0	1	0	2	1	1	1	0	0	8 (0)
1 <sup>st</sup> Street at Kneeland Street	3	0	0	0	0	4	0	0	0	0	7 (0)
Olympic Highway North at J Street	5	0	0	0	0	2	0	0	0	0	7 (0)
Wallace Kneeland Boulevard at SR 101 Northbound Ramps	5	0	1	0	0	1	0	0	0	0	7 (0)
Olympic Highway North at E Street	1	0	0	0	0	4	0	0	1	0	6 (0)

	Rear-end	Sideswipe	Right Turn	Parked Vehicle	Left Turn	Angle	Fixed Object	Pedestrian	Pedal cyclist	Other	Total (Severe)
<b>Unsignalized Intersections</b>											
Railroad Avenue at 4 <sup>th</sup> Street	2	0	0	0	1	3	0	0	0	0	6 (0)
Railroad Avenue at 2 <sup>nd</sup> Street	1	0	0	1	0	3	0	1	0	0	6 (0)
Railroad Avenue at 5 <sup>th</sup> Street	1	0	1	0	1	1	0	2	0	0	6 (0)
1 <sup>st</sup> Street at Cedar Street	1	0	0	0	2	2	0	0	0	0	5 (0)
1 <sup>st</sup> Street at Franklin Street	1	1	1	0	0	1	0	0	1 (1)	0	5 (1)
7 <sup>th</sup> Street at Cedar Street	1	0	0	1	0	3	0	0	0	0	5 (0)
1 <sup>st</sup> Street at Park Street	1	0	0	0	2	1	0	0	1	0	5 (0)
Cota Street at 2 <sup>nd</sup> Street	0	0	0	0	2	1	1	0	0	1	5 (0)
<b>Total</b>	<b>48</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>29</b>	<b>87 (1)</b>	<b>5</b>	<b>5</b>	<b>5 (1)</b>	<b>1</b>	<b>191 (2)</b>

Note 1: Intersections in this table had at least an average of one crash per year in period 2016-2020.

Note 2: Numbers in brackets are severe crashes.

Results of the analysis found that three signalized intersections along 1<sup>st</sup> Street experienced more than five total crashes with 28 at Railroad Avenue, 20 at Cota Street, and 15 at Mill Street. An additional three signalized intersections along Wallace Kneeland Boulevard experienced more than five crashes including 18 at Olympic Highway North, 13 at Shelton Springs Road, and 11 at Kneeland Plaza Access.

A significant share of the total crashes occurring at the signalized intersections included in Table 2 involved rear end collisions (37 percent). This was followed by angle crashes at 28 percent, and left turns at 15 percent.

The results of analysis at unsignalized intersections found that seven locations experienced ten or more crashes during the five-year period. The intersection of Wallace Kneeland Boulevard/Johns Prairie Road with Brockdale Road/13<sup>th</sup> Street experienced 21 total crashes for an average of over four per year. Eight unsignalized intersections along 1<sup>st</sup> Street experienced more than a total of five crashes.

It should be noted that crashes that occurred at intersections are included in the corridor data presented in section 2.3 for both the north/south corridors and the east/west corridors. This results in some double counting between corridors.

## 2.5 Comparison with Western Washington

The severe crashes in Shelton were reviewed to identify and characterize the risk factors associated with them. Based on available data from the records of the 16 severe crashes reported in Shelton, key crash factors were identified. In developing the list of crash factors that were most significant for Shelton city streets, consideration was given to both contributing causes and other features included in the crash record and on characteristics of the crash location. These risk factors are included in **Table 4** along with comparable information on the presence of these same risk factors averaged for the locations of severe crashes in Western Washington.

**Table 4. Comparison of Crash Factors Present on City Streets in Severe Crashes**

<b>Crash Risk Factors</b>	<b>City of Shelton</b>	<b>Western Washington Cities</b>
<i>By Crash Type</i>		
Hit Pedestrian	<b>8 (50%)</b>	26%
Entering at Angle	<b>2 (13%)</b>	12%
Hit Cyclist	<b>2 (13%)</b>	8%
Hit Fixed Object	2 (13%)	20%
<i>By Light Condition</i>		
Dark - Street Lights On	<b>8 (50%)</b>	36%
<i>By Junction Relationship</i>		
Not at Intersection & Not Related	<b>8 (50%)</b>	45%
At Intersection & Related	<b>7 (44%)</b>	39%
<i>By Roadway Curvature</i>		
Straight & Level	8 (50%)	58%
<i>By Traffic Control</i>		
No Traffic Control	<b>11 (69%)</b>	62%
Signal	4 (25%)	26%
<i>By Posted Speed</i>		
25 mph	<b>6 (37%)</b>	29%
30 mph	<b>10 (63%)</b>	22%
<i>By Pedestrian Contributing Circumstances</i>		
Inattentive Pedestrian (including likely)	<b>6 (75%)</b>	12%
Did not Grant ROW to Vehicle	<b>1 (13%)</b>	4%
<i>By Facility Use (Pedestrian)</i>		
Roadway	<b>4 (50%)</b>	10%
Marked Crosswalk	<b>4 (50%)</b>	8%

**Bold** = Higher than the rest of Western Washington

**Table 4** summarizes the crash factors present in severe crashes that were higher in the city of Shelton compared to other cities in Western Washington. As indicated in bold, many of the key crash factors in Shelton are occurring at higher levels than other Western Washington cities, especially those related to pedestrians.



### 3 SELECTION OF MOST COMMON RISK FACTORS

Based on the review severe crash data presented in Chapter 2, an analysis was conducted to identify the most common risk factors. Risk factors included crash type, contributing factors, roadway and intersection characteristics and driver/pedestrian behavior.

Based on guidance found in WSDOT's Target Zero – Washington Strategic Highway Safety Plan, the primary risk factors found in severe crashes were grouped into priority levels one and two. The levels are based on the percentage of traffic fatalities and serious injuries associated with each factor.

- **Priority Level 1:** Contributing risk factors that are involved in 25 percent or more of fatal or serious injury crashes
- **Priority Level 2:** Risk factors that are involved in less than 25 percent of fatal or serious injury crashes

From the data analysis, patterns arose showing several factors that were present in the fatal and serious injury collisions. The risk factors for Priority Levels 1 and 2 are listed below.

**Priority Level 1:** As indicated from the data in Table 4, risk factors that represent 25 percent or more of the severe crashes within the city include:

- Hitting pedestrians
- After dark but with illumination
- At or between intersections
- Along straight and level roadways with no traffic control
- In areas with both 25 and 30 mph speeds (the predominate speed limits within the city)
- Inattentive pedestrians (or pedestrians for which no contributing cause was identified in the crash report but for which inattention is a likely cause)
- Pedestrian crashes located along roadways and within crosswalks.

**Priority Level 2:** All other crash types and potential risk factors identified in Table 4 including:

- Angle crashes
- Turning crashes
- Hitting fixed objects
- Signalized intersections
- Failing to grant right of way.

## 4 IDENTIFICATION OF HIGH PRIORITY LOCATIONS

Severe crashes on streets in the city of Shelton are dominated by pedestrian crashes. Both fatal collisions during the five-year study period involved pedestrians including one on SR 3 and one on a city street. Out of all the risk factors identified under priority level 1, four specifically speak to pedestrians (crash type, inattentive pedestrian, failure to grant right of way, and pedestrian crashes along roadways or in marked crosswalks).

Additionally, several of the crashes that occurred under dark but illuminated conditions involved pedestrians, occurred in areas that were straight and level with no traffic control (i.e., located away from intersections) and largely in areas with 30 mph speeds. None of the crashes were reported to be related to speeding vehicles and speed measurements taken during this study at select locations indicated that speeds were only slightly higher than posted.

### 4.1 Selection of High Priority Locations based on Technical Analysis

Because risk factors associated with pedestrian and bicycle crashes are the highest Severe crash type in Shelton, this has been selected to determine to assess the roadway corridors. The locations of all bicycle and pedestrian crashes were used for determining priority roadway corridors. This information, shown in Figure 4, indicates the following roadway corridors should be high priority locations:

- Olympic Highway N
- W Railroad Avenue
- N 7<sup>th</sup> Street
- Wallace Kneeland Boulevard
- S 1<sup>st</sup> Street
- Olympic Highway S

### 4.2 Local Input

Concerns that have been raised by residents have also been taken into consideration. Eight concerns shared are described below:

- E Arcadia Avenue – Vehicle speeding between Lake Boulevard and Olympic Highway S
- E K Street – Mountain View Elementary School afternoon parent pick-up
- Wallace Kneeland Boulevard – Oakland Bay Junior High School mid-block pedestrian crossing
- W Railroad Avenue – Pedestrian crossing between 4<sup>th</sup> Street and 2<sup>nd</sup> Street
- Pine Street/N 1<sup>st</sup> Street – Westbound Pine Street intersection sight distance
- E Fir Street – Steep grade and gravel material between Otter Street and Magnolia Street
- N 13<sup>th</sup> Street/Shelton Springs Road – South leg pedestrian crossing
- Northcliff Road/Terrace Boulevard – North and south leg pedestrian crossings

Six of these concerns relate to pedestrian safety on roadways. Two of these roadways, W Railroad Avenue and Wallace Kneeland Boulevard, are registered as high priority locations while the other four roadways, E Arcadia Avenue, N 13<sup>th</sup> Street, E K Street, and Northcliff Road are included in the top 20 crash corridors described in Table 1 earlier in this report. However, based on technical review of all

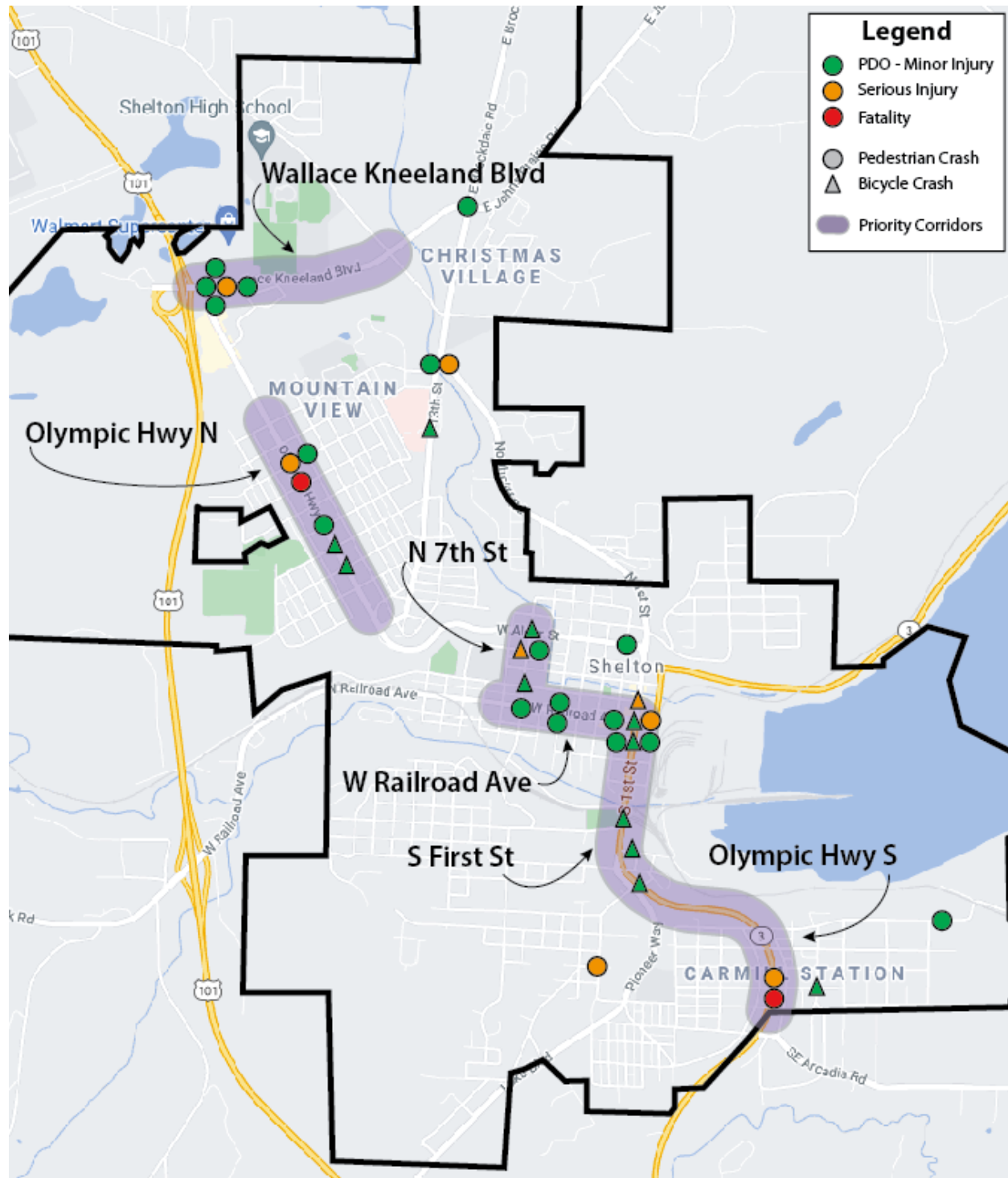
existing bicycle and pedestrian crashes, these four locations did not register as high priority locations. The remaining two concerns raised both have to do with vehicle sight distance.

Additional review of pedestrian-related crashes indicated that many occurred in areas with sidewalks, crosswalks, and bus stops and largely occurred adjacent to commercial development. None of these features would appear to contribute to incidence of pedestrian crashes but may be indicative of areas where a higher level of pedestrian activity is experienced resulting in a greater degree of exposure than other parts of the city.

Both E Arcadia Avenue and E K Street are located adjacent to or in close proximity to elementary schools, which generate higher levels of pedestrian activity at the beginning and end of each school day. While there were no recorded pedestrian or bicycle crashes within the last five years on either roadway, the proximity to higher levels of pedestrian activity and local concern for pedestrian safety indicate these roadways should be included as secondary priority locations.

The priority corridors are shown in **Figure 5**.

Figure 5. Priority Corridors and Local Safety Concern Locations





## 5 IDENTIFICATION OF COUNTERMEASURES FOR HIGH PRIORITY CORRIDORS

A review of each high priority crash corridor and additional spot locations raised by local residents was performed to identify potential safety countermeasures. These countermeasures were selected based on a review of the specific crash data and existing roadway conditions, consultation with City staff, and a review of safety countermeasure resources from WSDOT and FHWA. Below is a description of each identified priority location, the issues specific to that location, and the selected countermeasures.

### 5.1 Olympic Highway N

Olympic Highway N between K Street and B Street has three vehicle travel lanes ( two through and a center left) and on-street parking and sidewalks along both sides of the street. There are marked pedestrian crossings at the intersections of the roadway with K Street, J Street, I Street, G Street, E Street and C Street. With the exception of K Street, these crossing are located at unsignalized locations, which are highlighted in **Figure 6**.

**Figure 6. Olympic Highway N Unsignalized Pedestrian Crossing Locations**



The last five years of reported crash data included two bicycle crashes and four pedestrian crashes in this corridor, including one serious injury and one fatal crash, both involving pedestrians. The contributing cause for the pedestrian fatality was inattention on the part of the person walking. While not specifically listed, the serious injury pedestrian crash may have also been the result of walker inattention. Three of the six pedestrian crashes occurring in the corridor, including both severe crashes, happened at the I Street intersection. As noted above, this location is one of several uncontrolled intersections in the corridor with fully striped pedestrian crossings on each approach and adjacent commercial or pedestrian-generating land uses including hospital access, transit stops and other uses. While the specific land uses at this intersection may have contributed to the higher number of reported pedestrian crashes, it is assumed that the physical characteristics of this intersection are a factor. With several other intersections within the corridor sharing the same physical characteristics, multiple systemic improvements have been identified for this corridor.

Recommended Countermeasures:

1. Curb extensions on Olympic Highway N for all intersecting streets and enhanced illumination.
2. Development of ADA-compliant curb cuts with tactile warning strips.
3. High visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

These countermeasures are recommended at the I Street intersection specifically but are all also considered systemic improvements for the entire corridor.

## 5.2 Wallace Kneeland Boulevard

Wallace Kneeland Boulevard Between the US 101 interchange and Shelton Springs Road has primarily two travel lanes in each direction and a two-way left turn lane on the western portion of the road adjacent to existing commercial development. There were five reported pedestrian crashes in the last five years, with one serious injury crash, but no bicycle crashes. All five of the recorded pedestrian crashes on this corridor occurred in the western portion, largely at or near the two signalized intersections of Olympic Highway N and Bell Lane. A detailed review of each of these crashes indicate that no specific deficiency is apparent. Each crash has an independent cause and the causes for multiple crashes were attributed to the pedestrian.

This roadway corridor also includes one of the locally raised concerns, the mid-block pedestrian crossing serving the Oakland Bay Junior High School. This crossing provides a connection between the middle school and high school to the north and Mountain View Elementary School and residential properties to the south. There are crosswalks at the intersection on the school access road and on Wallace Kneeland Road. There are existing active pedestrian crossing signs (Rectangular Rapid Flashing Beacons or RRFBs) and an overhead pedestrian crossing sign with flashing yellow lights. Over the last five years there have been no reported pedestrian or bicycle crashes at this crossing. This existing crossing is shown in **Figure 7**.

**Figure 7. Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing**



**Recommended Countermeasures:**

1. Monitor pedestrian and bicycle safety at the Wallace Kneeland Boulevard/Olympic Highway N intersection.
2. Perform an improvement alternatives study for Wallace Kneeland Boulevard at the Oakland Bay Junior High School mid-block crossing, including a public outreach component.
3. Consider a midblock refuge island
4. Consider enhanced pedestrian signal treatment that would stop vehicular traffic.

### 5.3 N 7<sup>th</sup> Street

N 7<sup>th</sup> Street between W Alder Street and W Railroad Avenue has a single travel lane in each direction and on-street parking on both sides of the street. This corridor experienced three reported bicycle crashes, including one severe crash, and two reported pedestrian crashes in the last five years. A detailed review of each pedestrian and bicycle crash did not indicate any specific deficiencies on the corridor, however the presence of three bicycle crashes suggests that this may be a good candidate for enhanced bicycle treatments. The planned conversion of the former Simpson Logging Railroad that runs parallel to Park Street to a bicycle path and trail will provide a safe route between S 7<sup>th</sup> Street and Kneeland Park, which may only increase the bicycle volumes on N 7<sup>th</sup> Street.



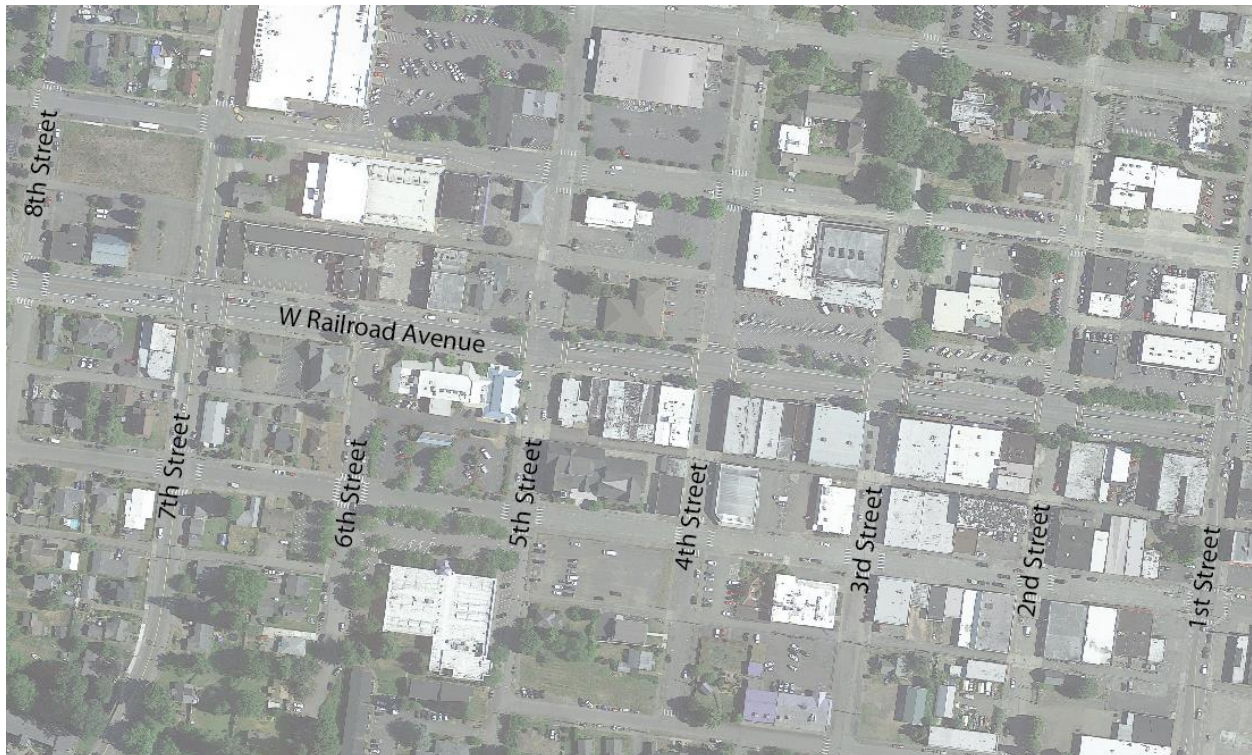
Recommended Countermeasures:

1. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors which could include 7<sup>th</sup> Street.
2. Consider enhanced bicycle treatments on 7<sup>th</sup> Street which may include designated bicycle lanes to enhance access to the future trail.

## 5.4 W Railroad Avenue

W Railroad Avenue between 8<sup>th</sup> Street and 1<sup>st</sup> Street has one travel lane in each direction, a two-way center left-turn lane, and on-street parking on both sides of the street. Curb extensions with ADA crossing warning strips have been provided along Railroad Avenue for many years along with street trees. In 2015, this corridor was improved by the city to provide high visibility, enhanced pedestrian amenities such as crosswalks with colored pavement, two-way left turn refuge areas, and attractive illumination. The corridor is shown in **Figure 8**.

**Figure 8. W Railroad Avenue Between 8<sup>th</sup> Street and 1<sup>st</sup> Street**



Between 2016 and 2020, this corridor experienced three pedestrian crashes between 7<sup>th</sup> Street and 2<sup>nd</sup> Street, while the intersection of Railroad Avenue and 1<sup>st</sup> Street had four pedestrian crashes, including one serious injury crash, and two bicycle crashes. Additionally, a vehicular serious injury crashes occurred at the intersection of Railroad Avenue with 7<sup>th</sup> Street.

The intersection of Railroad Avenue with 7<sup>th</sup> Street currently is controlled by a traffic signal and there are marked crosswalks on all four legs. As noted, there was one serious injury vehicular crash at this location and one of the non-severe pedestrian crashes also occurred here. Both the serious injury



vehicle crash and the pedestrian crash involved a vehicle making a left turn from 7<sup>th</sup> Street (one turning northbound and the other turning southbound). All four approaches currently operate with permissive left-turns, meaning all left-turning vehicles must yield to the opposing through traffic.

Pedestrian crashes also occurred at the intersection with 2<sup>nd</sup> Street (one involving a left turning vehicle), and 5<sup>th</sup> Street (two with one that involved a drunk driver). None of these crashes suggest a specific deficiency on the corridor.

This corridor does include one of the locally raised safety concerns. Previously the intersection of W Railroad Avenue and 4<sup>th</sup> Street operated under traffic signal control and provided a controlled pedestrian crossing to access the Post Office and other destinations in the core commercial area. The city removed this control a few years ago and while the vehicle operations at the intersection appear to be acceptable, there is concern about the loss of the protected pedestrian crossings that were a part of the traffic signal operation. Specific concern regarding pedestrians crossing W Railroad Avenue to reach the post office, located between N 2<sup>nd</sup> Avenue and N 3<sup>rd</sup> Avenue, was raised.

Recommended Countermeasures:

1. Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7<sup>th</sup> Street to determine if protected left-turn phasing could be implemented without a significant impact to the vehicle operations.
2. Consider adding yield to pedestrian crossing signage on the traffic signal mast arms.
3. As Railroad Avenue already has a good pedestrian environment with the curb extensions, ADA ramps and other pedestrian-supportive features, as well as signalization at the intersections with 1<sup>st</sup> and 5<sup>th</sup> Streets, consider installing an active pedestrian crossing signal at the intersection of W Railroad Avenue and 3<sup>rd</sup> Street which lies roughly midway between the two existing signalized crossings.

## 5.5 S 1<sup>st</sup> Street (SR 3)

S 1<sup>st</sup> Street between Railroad Avenue and Harvard Avenue has a single travel lane in each direction and a two-way left-turn lane. Near the center of this roadway corridor is the concrete trestle bridge crossing Goldsborough Creek, which narrows the street to two lanes and provides narrow, separated sidewalks on each side.

There were four reported pedestrian crashes in this corridor, including one serious injury crash, which all occurred at the Railroad Avenue intersection. There were also five reported bicycle crashes, two of which occurred at the Railroad Avenue intersection. Each of the six total crashes at Railroad Avenue were evaluated and were predominately found to be attributed to either a failure on the part of the bicycle or pedestrian to yield, a failure to use the striped crosswalks, or involving the influence of drugs/alcohol. There does not appear to be a specific pattern to the crashes and no obvious countermeasures. Given the high traffic volume at this intersection, it may be a candidate for roundabout control, which is considered a safer intersection treatment for bicycles and pedestrians due to reduced travel speeds, however, the right of way impacts of a roundabout may preclude its implementation.

The remaining three bicycle crashes occurred on S 1<sup>st</sup> Street between Park Street and Harvard Avenue, all south of the Goldsborough Creek bridge. Sufficient physical space to accommodate bicyclists on 1<sup>st</sup> Street in this area is an issue, particularly with the relatively high volume of truck traffic that uses this facility (1<sup>st</sup> Street in this area functions as SR 3). These crashes suggest the need for enhanced bicycle treatments perhaps off the 1<sup>st</sup> Street corridor. This would be particularly important to access the planned rails to trails conversion of the railroad line parallel to Park Street.

Recommended Countermeasures:

1. Evaluate the potential for roundabout control at Railroad Avenue/1<sup>st</sup> Street.
2. Develop city-wide bicycle route plan, to include identification of specific bicycle corridors to address travel needs into and out of the downtown area and to access the proposed rails to trails conversion.

## 5.6 Olympic Highway S (SR 3)

Olympic Highway S between Harvard Avenue and Bellevue Avenue, which is at the city boundary of SR 3, provides one travel lane in each direction and primarily also provides a two-way left-turn lane. Between Harvard Street and Fairmount Avenue, which is a steep downhill drop from south to north, the two-way left-turn lane converts to a 2<sup>nd</sup> southbound travel lane. There were no bicycle crashes reported in this corridor but there were two reported pedestrian crashes, one a serious injury crash and the other a fatal crash, which were both located in the immediate vicinity of the mid-block pedestrian crossing between Cascade Avenue and Bellevue Avenue. Additionally, one of the six serious injury vehicle crashes occurred in this corridor, at the intersection of Olympic Highway S and Fairmount Avenue.

With both severe pedestrian crashes occurring in the immediate vicinity of the midblock crossing between Cascade Avenue and Bellevue Avenue, this crossing was evaluated. Olympic Highway S in the vicinity of the mid-block crossing is shown below in **Figure 9**.

**Figure 9. Olympic Highway S Mid-Block Pedestrian Crossing**



As shown on Figure 6, there are currently protected pedestrian crossings of Olympic Highway S at both Cascade Avenue and Arcadia Avenue, which both operate under traffic signal control. These crossings are located approximately 700 feet apart, with the existing mid-block crossing located approximately 225 feet south of Cascade Avenue, just north of Bellevue Avenue. The Bordeaux Elementary School is

located on Bellevue Avenue west of Olympic Highway S and draws from households east of Olympic Highway S.

The crossing is currently located on a portion of Olympic Highway S with a vertical curve. The vertical curve crests near the Cascade Avenue intersection, which limits the available sight distance for vehicles travelling southbound on Olympic Highway S. The existing crossing does not provide direct overhead lighting and only provides an advance sign in the northbound direction. The existing sidewalk on the east side of Olympic Highway S extends south from Cascade Avenue and ends at the mid-block crossing.

As this is the only mid-block crossing within the corridor and is the only location with reported bicycle or pedestrian crashes, the recommended countermeasures are limited to this location.

Recommended Countermeasures:

1. Evaluate the viability of the mid-block crossing and if maintained:
  - Extend east sidewalk south to connect to Arcadia Avenue
  - Relocate mid-block crossing to the south side of Bellevue Avenue

## 5.7 Additional Local Concern Locations

Of the seven locally raised safety concerns, two of them have been covered in the priority corridor descriptions above. The remaining five concerns are evaluated below:

### 5.7.1 Arcadia Avenue – Vehicle speeding between Lake Boulevard and Olympic Highway S

Arcadia Avenue is an east/west minor arterial that runs from Lake Boulevard on the west end to the Puget Sound on the east end, well outside of the Shelton city limits. The identified area of concern is very near the western end of the roadway and is one block south of the Bordeaux Elementary School. In this area, the surrounding land uses are primarily residential, and there are multiple striped pedestrian crossings of Arcadia Avenue connecting the residential properties to the elementary school. There are currently no sidewalks provided on this portion of Arcadia Avenue and intermittent street lighting.

Recommended Countermeasures:

1. Collect vehicle speed data on Arcadia Avenue
2. Identify speed reduction strategies and coordinate with the local residents. These could include:
  - Mini roundabout(s)
  - Speed bumps/speed tables
  - Raised pedestrian crossings
3. Curb, gutter and sidewalk installation
4. Enhanced street lighting

### 5.7.2 E K Street – Mountain View Elementary School afternoon parent activity

The Mountain View Elementary School has recently completed a new school building, adjacent to the previous building. This new school was designed to provide more on-site vehicle storage for parent pick-up, but currently there is still a substantial vehicle queue on K Street during the afternoons. This queue



results in congestion for vehicles trying to travel on K Street and is creating an unsafe environment for children trying to cross K Street. The school and adjacent street network are shown on **Figure 10**.

**Figure 10. Mountain View Elementary School**



As shown on Figure 10, there are currently two pedestrian crosswalks on K Street, both based on the location and orientation the previous school building. The new school's primary path does not align with either crosswalk, which is across from King Street. Students have been observed crossing at King Street, even without a striped crosswalk. The previous main school entrance, across from N Callanan Street, provides a curb extension and a diagonal crossing to directly connect the school entrance path to the southwest corner of the E K Street/N Callanan Street intersection. With the new school location this curb extension prohibits the parent vehicle queue from advancing along the edge of the street, forcing vehicles to stay complete in the single westbound travel lane.

Recommended Countermeasures:

1. In cooperation with the school and school district, conduct an evaluation of access and on-site circulation and identify improvements that will accommodate the parent vehicle activity while reducing existing on-street conflicts and delays.

2. Consider installation of a pedestrian crossing at King Street.
3. Consider In-Street Pedestrian Crossing signs.
4. If supported by the evaluation of on-site access and circulation, consider removal of the curb extension at N Callanan Street and realign the existing crosswalk to be perpendicular to E K Street.

### 5.7.3 Pine Street/N 1st Street – Westbound Pine Street intersection sight distance

This is an existing four-way intersection that operates under two-way stop control for the Pine Street approaches. There is an existing building on the south side of Pine Street that extends the entire block between N 1<sup>st</sup> Street and N Front Street. This building, as shown in **Figure 11**, is very tight to the southeast corner of the intersection and limits the ability of stopped vehicles on Pine Street from seeing oncoming vehicles from northbound N 1<sup>st</sup> Street.

**Figure 11. Westbound Pine Street approaching N 1<sup>st</sup> Street**



Recommended Countermeasures:

1. Conduct a study of the intersection to determine if a different control type could operate acceptably and reduce the sight distance need.

### 5.7.4 E Fir Street – Steep grade and gravel material between Otter Street and Magnolia Avenue

E Fir Street is an existing city roadway that is part of the roadway grid network serving the Capitol Hill area of northeast Shelton. Between Otter Street and Magnolia Avenue this road is currently gravel and very steep, especially as it approaches Magnolia Avenue. This leads to access issues for City maintenance vehicles and concerns regarding sight distance due to frequent dust and from the gravel roadway surface. This approach is shown on **Figure 12**. There are several residential driveways accessing this portion of E Fir Street, but much of the adjacent property on the south side is undeveloped



**Figure 12. E Fir Street approaching Magnolia Avenue**



**Recommended Countermeasures:**

1. Upgrade the roadway surface chip seal or pavement. This could be developer driven if/when the adjacent property is developed.

#### **5.7.5 N 13<sup>th</sup> Street/Shelton Springs Road – South leg pedestrian crossing**

The N 13<sup>th</sup> Street at Shelton Springs Road/Alpine Way intersection is located in north Shelton, just south of Wallace Kneeland Boulevard and is close proximity to Olympia, Middle School, Mountain View Elementary School, and the Olympic College Shelton Campus. N 13<sup>th</sup> Street travels north/south and provides access to the neighborhoods along Olympic Highway N and, via Northcliff Road, access to downtown Shelton. This intersection currently operates under two-way stop control for the Shelton Springs Road and Alpine Way, with striped crosswalks on all four approaches. The intersection is shown in Figure 13.

**Figure 13. N 13<sup>th</sup> Street/Shelton Springs Road Intersection**

Concerns have been expressed for the south leg pedestrian crossing. This crossing is across the free-flowing N 13<sup>th</sup> Street roadway, and there are currently four travel lanes to cross. Additionally, it has been noted that vehicles waiting to make a left turn from northbound N 13<sup>th</sup> Street onto westbound Shelton Springs Road obstruct the visibility of the pedestrians for the two northbound through lanes, which has potentially contributed to some near miss crashes. Given the adjacent schools, this is a common crossing for kids to make during school hours.

Recommended Countermeasures:

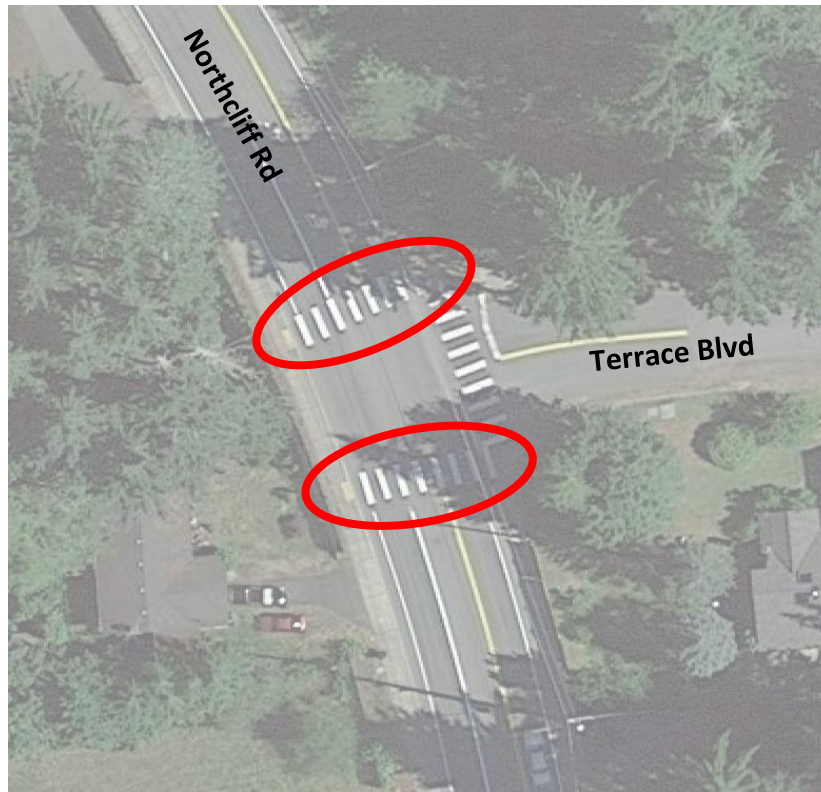
1. Evaluate existing intersection operations to assess alternative control options, including all-way stop control, traffic signal control, and roundabout control.
2. Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.

#### 5.7.6 Northcliff Road/Terrace Boulevard – North and south leg pedestrian crossings

The Northcliff Road at Terrace Boulevard intersection is located in north Shelton, just south of Wallace Kneeland Boulevard and is close proximity to Olympic Middle School, Mountain View Elementary School, and the Olympic College Shelton Campus. N 13<sup>th</sup> Street travels north/south and provides access to the neighborhoods along Olympic Highway N and, via Northcliff Road, access to downtown Shelton. The intersection, and pedestrian crossings, are shown on **Figure 14**.



**Figure 14. Northcliff Road/Terrace Boulevard Intersection**



Concerns have been expressed regarding the safety of both Northcliff Road pedestrian crossings at this location. There are currently advance pedestrian signs north and south of the intersection as well as pedestrian crossing signs at each crosswalk. Northcliff Road is travelling uphill from south to north at this location, and the road has a horizontal curve immediately north of the intersection.

Recommended Countermeasures:

1. Monitor pedestrian and bicycle safety at the Northcliff Road/Terrace Boulevard intersection.
2. Perform a speed study for Northcliff Road at the Terrace Boulevard intersection.
3. Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs.
4. Consider installation median refuge for the south crosswalk.

## 6 PRIORITIZED LIST OF COUNTERMEASURES

Based on the detailed evaluation of each priority corridor and local concern area the recommended systemic and spot countermeasures were assessed, and a prioritization was established. All of the recommended countermeasures we divided into three tiers:

1. Top Priorities
2. Additional Needs
3. Studies and Further Evaluation

This prioritization was based on the severity of the existing safety issue, the nature of the proposed countermeasure, and the cost of the proposed countermeasure. Planning level cost estimates have been prepared for each potential countermeasure. The estimates provided represent the cost of independent implementation. However, should multiple countermeasures be implemented at the same time, the collective cost would likely be lower. This grouping of improvements would apply to city-wide implementation of a single countermeasure, like advanced pedestrian signage across town, or if multiple different countermeasures were implemented at the same time in a single location. Many of the identified countermeasures would group together naturally, for example:

- High visibility pedestrian treatments, advance stop/yield lines, and advanced pedestrian signage could all group together or with any other pedestrian improvement
- New ADA Ramp and midblock pedestrian refuge or curb extension with possible RRFB installation.

The summary of proposed countermeasures, including the prioritization and estimated cost, are provided in **Table 5**.

**Table 5. Countermeasure Prioritization and Cost Estimates**

#	Location	Improvement	Total Cost
<b>Tier 1 – Priority Improvements</b>			
1-A	Olympic Highway N at I Street	<ul style="list-style-type: none"> <li>• Install curb extensions</li> <li>• Enhance illumination</li> <li>• Develop ADA-compliant curb cuts and tactile warning strips</li> <li>• Install advanced pedestrian crossing warning signs</li> <li>• Install high visibility pedestrian treatments</li> </ul>	\$350,000
1-B	Olympic Highway S (SR 3) Mid-Block Pedestrian Crossing	<ul style="list-style-type: none"> <li>• Extend east sidewalk south to connect to Arcadia Avenue</li> <li>• Relocate mid-block crossing to the south side of Bellevue Avenue</li> </ul>	\$610,000
<b>Tier 2 – Additional Improvements</b>			
2-A	Olympic Highway N Between K Street and B Street	<ul style="list-style-type: none"> <li>• Install curb extensions</li> <li>• Enhance illumination</li> <li>• Develop ADA-compliant curb cuts and tactile warning strips</li> <li>• Install advanced pedestrian crossing warning signs</li> <li>• Install high visibility pedestrian treatments</li> </ul>	\$1,210,000
2-B	W Railroad Avenue Between 8 <sup>th</sup> Street and 1 <sup>st</sup> Street	<ul style="list-style-type: none"> <li>• Evaluate existing traffic signal and intersection operations at W Railroad Avenue/7<sup>th</sup> Street to assess potential protected left-turn phasing</li> <li>• Consider adding yield to pedestrian crossing signage on traffic signal mast arms at W Railroad Avenue/7<sup>th</sup> Street</li> <li>• Install active pedestrian crossing signal at the intersection of W Railroad Avenue and 3<sup>rd</sup> Street</li> </ul>	\$100,000
2-C	E K Street at Mountain View Elementary School	<ul style="list-style-type: none"> <li>• Evaluate on-site circulation improvements to accommodate</li> </ul>	\$180,000

		afternoon parent pick-up <ul style="list-style-type: none"> <li>Consider installation a pedestrian crossing at King Street</li> <li>If supported by on-site access/circulation analysis, consider removing existing curb extensions at N Callanan Street and realign existing crosswalk</li> <li>Consider in-street pedestrian crossing signs</li> </ul>	
2-D	E Fir Street Between Otter Street and Magnolia Avenue	<ul style="list-style-type: none"> <li>Upgrade roadway surface to chip seal or pavement</li> </ul>	\$175,000
<b>Tier 3 – Studies and Further Evaluation</b>			
3-A	Wallace Kneeland Boulevard at Mid-Block Pedestrian Crossing	<ul style="list-style-type: none"> <li>Monitor pedestrian and bicycle safety</li> <li>Perform an improvement alternatives study</li> </ul>	\$50,000
3-B	S 1 <sup>st</sup> Street (SR 3) Between Railroad Avenue and Harvard Avenue	<ul style="list-style-type: none"> <li>Evaluate potential for roundabout control at Railroad Avenue and 1<sup>st</sup> Street</li> <li>Develop citywide bicycle route plan to connect with downtown and rails to trails project south of downtown</li> </ul>	\$4,100,000
3-C	Arcadia Avenue Between Lake Boulevard and Olympia Highway S	<ul style="list-style-type: none"> <li>Perform a speed study</li> <li>Consider installation of a mini roundabout</li> <li>Consider installation of speed bumps/speed tables/raised pedestrian crossings</li> <li>Consider installation of curb, gutter, and sidewalk</li> <li>Consider installation of enhanced illumination</li> </ul>	\$1,800,000
3-D	N 7 <sup>th</sup> Street Between W Alder Street and W Railroad Avenue	<ul style="list-style-type: none"> <li>Develop city-wide bicycle route plan, to include identification of specific bicycle corridors</li> <li>Consider enhanced bicycle treatments on 7<sup>th</sup> Street</li> </ul>	\$50,000
3-E	Pine Street at 1st Street Intersection Sight Distance	<ul style="list-style-type: none"> <li>Conduct an evaluation of the intersection to determine if a different control type could operate acceptably and reduce the sight distance needs</li> </ul>	\$2,000
3-F	N 13 <sup>th</sup> Street at Shelton Springs Road	<ul style="list-style-type: none"> <li>Evaluate existing intersection operations and assess alternative control options</li> <li>Consider installation of high visibility pedestrian treatments such as Rectangular Rapid Flashing Beacons (RRFBs) or other advanced pedestrian warning signs</li> </ul>	\$60,000
3-G	Northcliff Road/Terrace Avenue Pedestrian Crossing	<ul style="list-style-type: none"> <li>Monitor pedestrian and bicycle safety</li> <li>Perform a speed study</li> <li>Consider installation of refuge island</li> <li>Consider installation of enhanced pedestrian signal treatment</li> </ul>	\$140,000

**Application submittal checklist:**

- ☐ Completed application form (One application per agency which includes all projects being considered for funding in priority order as reflected in the agency local road safety plan)
- ☐ Local Road Safety Plan/ Systemic Safety Plan
- ☐ Cost estimates for each project being considered for funding
- ☐ Vicinity map showing the location(s) of each project
- ☐ Project conceptual plans
- ☐ Project cross sections
- ☐ Cross jurisdictional letter of concurrence (as applicable)

Submit completed application and required documents to [HLPGrants@wsdot.wa.gov](mailto:HLPGrants@wsdot.wa.gov).





## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 08/05/2024  
Brief Date: 08/20/2024  
Action Date: 09/03/2024

Department: Public Works  
Presented By: Jay Harris, Public Works Director

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Grant Acceptance of Railway  
Crossing Removal Improvements**

☐

Ordinance

☒ Dept. Head

J.O.H

☐ Finance Director

#### ATTACHMENTS:

☒

Resolution

☐ Attorney

01- Resolution 1344-0824 Railway

☒

Motion

Crossing Removal Grant Funds

☐ City Clerk

02- Application/Project Award Notice

☐

Other

☐ City Manager

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

**Program:** FHWA Safety Program (Section 130)

**Agency:** City of Shelton

**Date:** 12/15/2022

**Project Title:** SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure **Project Number:** To be assigned

**USDOT Crossing Number:** 856745E (SR-3), 856746L (S 7th Street), and 856751H (Hulbert Road East)

**Project Description:** Crossing Closures

#### **Detailed Project Description:**

Removing the existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards. Restoration will include repaving SR-3 and reestablishing vegetation and installing channelization and signing. Restoration of the roadway surface and installation of new sidewalk will provide a smoother passage for vehicles, pedestrians, and cyclists and will remove a potential hazard for wheelchairs, strollers, and bikes caused by the gap between the tracks and railroad panels.

### ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council may elect not to accept these funds and to not proceed with these projects. These grant monies and projects would not be able to proceed, as intended and the grant money sent back to the granting agency.

### BUDGET/FISCAL INFORMATION:

The project is slated to be fully funded by the awarded grant funds.

### PUBLIC INFORMATION REQUIREMENTS:

All documents associated with this grant and project are available from the Public Works Department with the City of Shelton.

STAFF RECOMMENDATION/MOTION:

I move to place the grant acceptance Resolution for the Railway Crossing Removal Grant on the Council's consent agenda at their September 3, 2024 Council meeting.

**RESOLUTION NO. 1344-0824**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FEDERAL FUNDS IN THE AMOUNT OF \$679,000  
FOR PROPOSED RAILWAY LINE REMOVAL PROJECTS**

**WHEREAS**, the City was awarded funds by the Rail-Highway Crossing (Section 130) Safety Program ; and

**WHEREAS**, the projects (3 in total) consist of Removing existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards; and

**WHEREAS**, It makes the most sense for the City to utilize this grant award in the design and improvements associated with removing these railways in the vicinity of State Route 3, South 7<sup>th</sup> Street and Hulbert Road East.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton, Washington, as follows:

1. The City Manager is authorized to accept grant funds in the amount of \$679,000 for the design and construction of improvements in removing existing railways within the City of Shelton, as outlined within the attached grant materials.

**INTRODUCED** on the 20<sup>th</sup> of August 2024 and **PASSED** by the City Council at its regular meeting on the 3<sup>rd</sup> of September 2024.

ATTEST:

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
City Clerk Nault



February 22, 2023

Mr. Jay Harris, PE  
Public Works Director  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584

**SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure  
2023 Rail-Highway Crossings Program Selections  
Federal Funding**

Dear Mr. Harris:

WSDOT is pleased to advise you that the above-mentioned safety project was recently selected to receive funding through the Rail-Highway Crossings (Section 130) Safety Program. The federal funding is limited to the amount shown below:

**SR 3, S 7th St, Hulbert Rd E, Railroad Crossing Closure** **\$679,000**

**Scope:** See attached Project Summary – delivered as one contract.

*NOTE: The project is eligible for 100% Section 130 funding, for all phases authorized prior to September 10, 2026. If any phase is not obligated by this date, remaining funding will be rescinded, and the agency will need to re-compete for funding or construct the project with local funds. Scope and funding modifications require prior approval from WSDOT Local Programs.*

In order to meet state and federal requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs web page for detailed information, including: (<https://wsdot.wa.gov/business-wsdot/support-local-programs>)
  - ✓ Local Agency Guidelines (LAG) manual for the requirements regarding programming, authorization, reimbursement, etc.;
  - ✓ Projects utilizing federal funds must be included in your current Transportation Improvement Program (TIP) as a complete programmed project. Once your TIP amendment is approved, WSDOT will amend the Statewide Transportation Improvement Program (STIP);
  - ✓ Funding and billing forms;



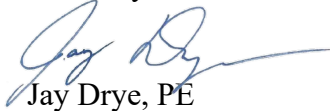
Mr. Jay Harris, PE  
City of Shelton  
February 22, 2023

- ✓ Local Project Report is required to be completed by the end of June and December each year. To access the database you will need an account name and password. Your account name is **Shelton** and your password is **Shelt396**. The password is case sensitive.
- If the project is not actively pursued, or becomes inactive (23 CFR 630), the project is at risk of being cancelled, and funds reprogrammed.
- FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

If you have any questions, please contact your Region Local Programs Engineer, John Ho at [John.Ho@wsdot.wa.gov](mailto:John.Ho@wsdot.wa.gov) or 564.669.1018.

Sincerely,



Jay Drye, PE  
Director  
Local Programs

JD:km:cdm  
Enclosure

cc: Bek Ashby, Executive Board Chair, Penninsula RTPO  
John Ho, Olympic Region Local Programs Engineer  
Ken Gill, Shelton City Engineer

# Project Summary

## 2022 Railway-Highway Crossing Program

(FHWA Section 130)

**Program:** FHWA Safety Program (Section 130)

**Agency:** City of Shelton

**Date:** 12/15/2022

**Project Title:** SR 3, S 7<sup>th</sup> St, Hulbert Rd E, Railroad Crossing Closure

**Project Number:** To be assigned

**USDOT Crossing Number:** 856745E (SR-3), 856746L (S 7th Street), and 856751H (Hulbert Road East)

**Project Description:**

Crossing Closures

**Detailed Project Description:**

Removing the existing railroad track and panels, associated equipment, warning devices, and railroad cabinet(s). improving sight lines, providing clearer delineation of pathways for pedestrians and cyclists, and removing potential roadside hazards. Restoration will include repaving SR-3 and reestablishing vegetation and installing channelization and signing. Restoration of the roadway surface and installation of new sidewalk will provide a smoother passage for vehicles, pedestrians, and cyclists and will remove a potential hazard for wheelchairs, strollers, and bikes caused by the gap between the tracks and railroad panels.

**Project Schedule (Estimated):**

Project added to the Statewide Transportation Improvement Program (STIP)	6/2023
Begin PE (PE authorized by WSDOT/FHWA)	12/2023
Environmental documents approved (required for every project)	1/2024
Right of way completed (certification, if required)	NA
Railroad contract	NA
Contract advertised for roadway work (if required)	5/2024
Contract awarded (must occur within two years of selection)	8/2024
Open to traffic	10/2024


**Project Cost and Award Amount:**

Total					
Phase	Amount requested	10% local match required	Local Match Source	Total Cost	Amount awarded
Preliminary Engineering	\$170,787	\$5,000	City of Shelton	\$175,787	
Right-of-Way	\$0	\$0		\$0	
Construction	\$502,622	\$0		\$502,622	
<b>Total</b>	<b>\$674,000</b>	<b>\$0</b>		<b>\$679,000</b>	

If you agree to the project summary described above, please sign or electronically sign below and return to Paul Snow at [Paul.Snow@wsdot.wa.gov](mailto:Paul.Snow@wsdot.wa.gov).

Concurrence: I agree to the project summary described above.

Approving Authority Name (Print): KEN GILL  
(Ken Gill; P.E.) City of Shelton

Approving Authority Signature:  Date: 6-18-23



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 07/08/2024  
Brief Date: 08/20/2024  
Action Date: 08/20/2024

Department: Parks, Recreation & Facilities  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- |   |       |
|---|-------|
| <input type="checkbox"/> Dept. Head       | _____ |
| <input type="checkbox"/> Finance Director | _____ |
| <input type="checkbox"/> Attorney         | _____ |
| <input type="checkbox"/> City Clerk       | _____ |
| <input type="checkbox"/> City Manager     | _____ |

#### PROGRAM/PROJECT TITLE:

**Civic Center Rotating Art Gallery**

#### ATTACHMENTS:

**Copies of the chosen artwork**

- |                                     |            |
|-------------------------------------|------------|
| <input type="checkbox"/>            | Ordinance  |
| <input type="checkbox"/>            | Resolution |
| <input checked="" type="checkbox"/> | Motion     |
| <input type="checkbox"/>            | Other      |

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Shelton Arts Commission is recommending the latest installation of the civic center rotating art gallery project. As approved by the City Council, the civic center rotating art gallery policy and procedures has been followed with the following tasks:

1. Call for Artists – The call for artists were distributed to local artists through press releases, art organizations, and galleries. The deadline for artist submittals was August 2, 2024. Four artist submitted proposals for the gallery.
2. The Shelton Arts Commission met on August 6, 2024 to jury submittals.
3. On August 20, 2024 the Shelton Arts Commission is presenting the recommended art to the City Council for approval. Upon approval, the art will be installed on September 3, 2024 and in place through November 29, 2024.

The selected artists and work includes:

ARTIST	MEDIUM	TITLES
Deb Choat	Bark, Wood, Copper, LED	169 Squares & 66 Squares, Sting, Cuff & True North
Elizabeth Jacobsen	Digital Photography	Hang Onto Beauty, I Heart Ferns & Queen Poppy the First
Fran Holt	Oil	Green Watery, Early Snowmelt & Mountain Stream
Moniece Charlton	Acrylic, Mixed Media	Summer Flowers, Where to Now Wise Owl, Boho Bojo & Tree of Life

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A



BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

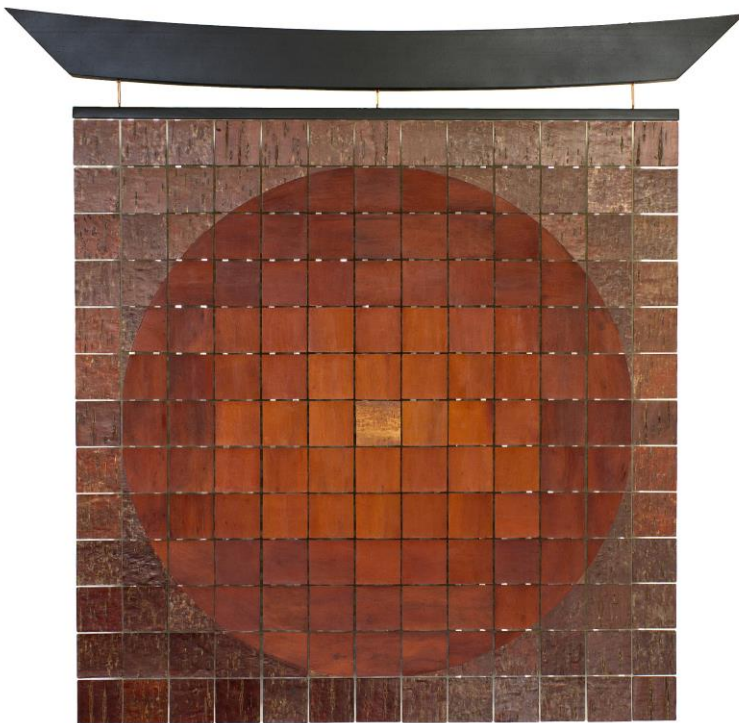
STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to approve Shelton Arts Commission recommendations for placement in the Civic Center Rotating Art Gallery."

**Deb Choat**



66 Squares



169 Squares



Cuff



Sting



True North



**Elizabeth Jacobsen**



Hang Onto Beauty

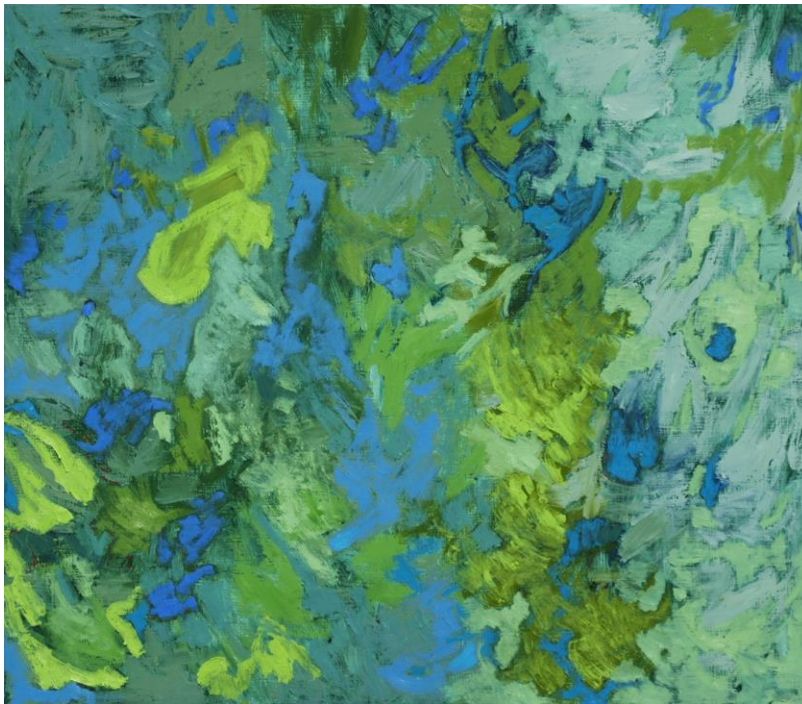


I Heart Ferns



Queen Poppy the First

## **Fran Holt**



Green Watery





Early Snowmelt



Mountain Stream

## Moniece Charlton



Boho Bojo



Summer Flowers





Tree of Life



Where to Now Wise Owl?



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 07/16/2024  
Brief Date: 08/06/2024  
Action Date: 08/20/2024

Department: Public Works  
Presented By: Brent Armstrong

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

Aspect Consulting Contract  
Amendment No. 3 for C Street  
Landfill Post-Cleanup Monitoring

☐ Ordinance

☒ Dept. Head

J.O.H.

☒ Resolution

☐ Finance Director

#### ATTACHMENTS:

- Resolution No. 1342-0724  
- Contract Amendment No. 3  
- PowerPoint Presentation

☒ Motion

☐ Attorney

☐ Other

☐ City Clerk

☐ City Manager

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Under the State Model Toxics Control Act (MTCA), the Department of Ecology (ECY) mandated the closure of the City's C Street Landfill. The process initiated in 2015 when the City and ECY worked together to determine requirements and steps necessary to effectively close the landfill in accordance with the MTCA. The City then entered into a contract with Aspect Consulting, (following a formal qualification-based selection process) to assist the City in negotiating an Agreed Order (AO) with Ecology and complete a Remedial Investigation and Feasibility Study on the landfill. Agreed Order No. DE 12929 became effective September 30, 2016 following review and approval by motion from the City Commission.

Aspect Consulting completed the work and submitted all elements required to the Department of Ecology in accordance with the Agreed Order. While the Department of Ecology completed a final review of the submitted documents, a new Agreed Order (Agreed Order No. DE 19541) was drafted to implement the Cleanup Action Plan and outlined the remaining elements required for the landfill to reach closeout status. The new Agreed Order was accepted by Council on September 21, 2021 and became effective December 20, 2021 following a formal public participation process conducted by the Department of Ecology, which was the final element required for the City to receive a Letter of Satisfaction, closing out the initial Agreed Order No. DE 12929.

In January 2022, the Council adopted Resolution No. 1220-1121 in the amount of \$75,791 for Aspect Consulting to create final plans and specifications for construction bidding, and in September of that same year, through adoption of Resolution No. 1242-0822, Council approved Contract Amendment No. 1 in the amount of \$238,176 for Aspect to provide construction support and one year of post-construction monitoring and reporting, as required by the State Agreed Order.

Construction for the cleanup efforts commenced in January 2023 and then paused in early February when it became evident that the waste on the adjacent property extended further and deeper than anticipated. Aspect Consulting facilitated drilling and test pit explorations in the newly discovered waste areas to determine the lateral and vertical extent of the additional landfill waste on the adjacent property, and prepared amended construction plans and specifications for the additional waste removal so the contractor could continue with construction.

This brought forth Contract Amendment No. 2 in the amount of \$121,564, to compensate Aspect for the

additional design efforts and the further inspection and reporting tasks required, which was approved by Council in May of 2023 through adoption of Resolution No. 1271-0423.

Construction efforts and the first year of post-construction monitoring and reporting has since concluded with \$43,512.85 remaining in the previously approved contract budget, but continual environmental monitoring and reporting is required indefinitely by the state Department of Ecology under the Agreed Order. Some of the environmental monitoring efforts are able to be completed by City Staff, such as site maintenance, but the City has requested Aspect Consulting continue with the testing and reporting requirements for post-cleanup years two through five, which is anticipated to cost \$190,732.

With the \$43,512.85 of previously approved funds remaining in the contract budget, this continued effort will require an increase to the contract budget of \$147,219.15 and an extension of the contract term through 2029. Additionally, this Contract Amendment No. 3 will take care of a few administrative requirements and procedures pertaining to invoices and allowable expenditures that the City has been implementing into all new and existing contracts.

ANALYSIS/OPTIONS/ALTERNATIVES:

The monitoring and reporting activities are requirements of the Agreed Order and are necessary step towards closing out the landfill.

BUDGET/FISCAL INFORMATION:

Up to this point, 75% of contract funds utilized have been reimbursed by monies awarded through the Toxics Cleanup Oversight Remedial Action Grant program from the State Department of Ecology. The grant program typically only covers maintenance, monitoring, and reporting activities completed through the first year of post-cleanup, and subsequent efforts, although required, are not usually eligible for grant reimbursement.

*City staff was recently informed and is pleased to report that its negotiations with the Department of Ecology Grant Program Manager has successfully secured an extension of funding covering the second year of post-cleanup activities under the current grant. This is a significant achievement, as it is uncommon for the Department of Ecology to fund post-construction activities beyond the first year.*

*As such, 75% of year-two activities costs will be reimbursed by the current Department of Ecology grant. The remaining 25% city match for year-two expenses, and 100% of subsequent expenses incurred beyond year two, will utilize the budgeted monies remaining in the Solid Waste fund (approximately \$279,000).*

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

Staff requests a reading of Resolution No. 1342-0724 and: *"I move to adopt Resolution No. 1342-0724 as presented"*.

**RESOLUTION NO. 1342-0724**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACT AMENDMENT NO. 3 WITH ASPECT CONSULTING, LLC FOR POST-CLEANUP MONITORING AND REPORTING OF THE C STREET LANDFILL**

**WHEREAS**, in December of 2021, following initial remedial investigation and feasibility study efforts, Agreed Order No. DE 19541 between the City of Shelton and the Department of Ecology went into effect to implement a Cleanup Action Plan for the C Street Landfill; and

**WHEREAS**, in January 2022, Council adopted Resolution No. 1220-1121, approving a \$75,791 Professional Services Agreement with Aspect Consulting for creation of construction plans, specifications, and bid documents, in accordance with the Agreed Order; and

**WHEREAS**, Aspect Consulting completed the construction plans and bid documents and in September of 2022, Council adopted Resolution No. 1242-0822, approving Contract Amendment No. 1 in the amount of \$238,176 for Aspect Consulting to provide construction support and oversight of the cleanup efforts, and one year of post-construction monitoring and reporting, as described in the State Agreed Order; and

**WHEREAS**, additional environmental and geotechnical services were found to be needed during construction due to the unrealized extent of the landfill waste and in May of 2023, through Council's adoption of Resolution No. 1271-0423, Amendment No. 02 was executed, increasing the contract value by \$121,564; and

**WHEREAS**, construction efforts and the first year of post-cleanup monitoring and reporting has concluded with \$43,512.85 remaining in the contract budget, but continual environmental monitoring and reporting is required indefinitely by the State Department of Ecology under the Agreed Order; and

**WHEREAS**, City staff has requested Aspect Consulting continue with the required testing and reporting efforts for post-cleanup years two through five, at an anticipated cost of \$190,732, which, with the funds remaining in the contract budget, will require an increase to the contract value by \$147,219.15, as well as an extension of the contract term, bringing forth Contract Amendment No. 3; and

**WHEREAS**, additionally, the City has recently updated its administrative requirements and procedures pertaining to invoices and allowable expenditures and wishes to incorporate these updates into all new and existing contracts.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton that the City Manager is authorized to execute Contract Amendment No. 3 to the Professional Services Agreement with Aspect Consulting, LLC for post-cleanup monitoring and reporting of the C Street Landfill.

**INTRODUCED** on August 6, 2024 and **PASSED** by the City Council at its regular meeting held on the 20<sup>th</sup> day of August, 2024.

ATTEST:

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
City Clerk Nault



AMENDMENT NO. 03  
to  
PROFESSIONAL SERVICES AGREEMENT  
**C STREET LANDFILL ENVIRONMENTAL CLEANUP**

WHEREAS, the City of Shelton entered into a Professional Services Agreement with **Aspect Consulting** on January 5, 2022, with a Contract Value of \$75,791 for construction planning efforts for the environmental cleanup at the C Street Landfill; and

WHEREAS, in September of 2022, Amendment No. 01 was executed, increasing the Contract value by \$238,176 and extending the Contract Term through June 30, 2024 to allow for Aspect Consulting to provide construction support and oversight of the cleanup efforts, and complete the first year of post-cleanup monitoring and reporting; and

WHEREAS, additional environmental and geotechnical services were found to be needed during construction due to the unknown extent of the landfill waste, and in May of 2023, Amendment No. 02 was executed, increasing the Contract value by \$121,564; and

WHEREAS, construction efforts and the first year of post-cleanup monitoring and reporting has concluded with \$43,512.85 remaining in the Contract budget, but continual environmental monitoring and reporting is required indefinitely by the State Department of Ecology under Agreed Order No. DE 19541; and

WHEREAS, City staff is able to take on some of the post-cleanup tasks required, such as maintenance of the site, but the City has requested that Aspect Consulting continue with the testing and reporting requirements for post-cleanup years two through five, at an anticipated cost of \$190,732, which, with the funds remaining in the contract budget, will require an increase to the Contract value by \$147,219.15, as well as an extension of the Contract Term; and

WHEREAS, additionally, the City has recently updated its administrative requirements and procedures pertaining to invoices and allowable expenditures and wishes to incorporate these updates into all new and existing Contracts.

NOW THEREFORE, all provisions in the basic agreement remain in effect except as expressly modified by this amendment and agreed upon as follows:

1. The additional scope of work is described in **Exhibit A**, attached hereto and incorporated herein by this reference.
2. The Contract value is increased by \$147,219.15, for a new not to exceed amount of \$582,750.15.
3. The Contract end date identified in Section 8 *Duration of Agreement*, is hereby amended to read December 31, 2029.
4. Exhibit B *Billing Voucher* in the original Contract shall be replaced in its entirety with new **Exhibit B Invoicing Requirements**, attached hereto and incorporated herein by this reference.
5. The first paragraph of Section 6 *Compensation and Method of Payment* is deleted entirely and replaced with the following:

Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit D – *Reimbursable Expenses* or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit D may not be reimbursed unless prior written approval was obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit D; 2) the expense would exceed the contract value identified in Section 6; or 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.

The Consultant shall submit timely invoices to the City following work performance, but not more often than once every thirty (30) days. Timely is to mean within 60 days following completion of work, tasks, or hours performed. Year-end invoices shall be submitted no later than January 10th of each year.

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
  - B. Follow the invoicing guidelines described in Exhibit B - *Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.
  - C. To the extent reimbursement of eligible expenses is sought, submit itemization of such expenses and all documentation required, as defined in Exhibit D – *Reimbursable Expenses*.
  - D. Comply with all applicable provisions of this Agreement.
6. New **Exhibit D – Reimbursable expenses**, attached hereto and incorporated herein by this reference.

IN WITNESS WHEREOF, the Parties enter into this Amendment. DATED this 20th day of August, 2024

CITY OF SHELTON

ASPECT CONSULTING

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Mark Ziegler, City Manager



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Carla Brock, Sr. Associate Geologist



Brooke Kilts, Procurement and Contracts Administrator  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584

**Re: Proposal for Post-Cleanup Construction Annual Monitoring – Years 2 to 5**  
**C Street Landfill, Shelton, Washington**  
Project No. 150074C

Dear Brooke:

Aspect Consulting (Aspect) has prepared this proposal to present the scope of work and cost estimate for conducting post-cleanup construction monitoring for the Shelton C Street Landfill, as described in the Compliance Monitoring Plan (CMP; Appendix A to the Engineering Design Report) and Inspection, Monitoring, and Maintenance Plan (I, M, and M Plan) prepared in accordance with Agreed Order No. DE 19541 (Agreed Order) between the City of Shelton (City) and the Washington State Department of Ecology (Ecology). This scope of work includes:

- Topographic survey of the landfill cap, to occur annually in the third quarter for each of Years 2 through 5, and to be performed by a licensed surveyor under subcontract to Aspect and to include a surveyor's attestation to be transmitted to the City and Ecology.
- Inspection of the landfill cap, to occur annually in the third quarter for each of Years 2 through 5, and preparation of inspection documentation to be transmitted to the City and Ecology.
- Semi-annual groundwater monitoring events, to occur twice annually in February and August in each of Years 2 through 5, and preparation of an Annual Groundwater Monitoring Report for transmittal to the City and Ecology.

This proposal presents costs for the above scope of work for post-construction Years 2 through 5, beginning in Third Quarter 2024. A brief description of the scope of work for each task is provided below, along with the assumptions relied upon to develop the cost estimate provided in Table 1.

## **Proposed Scope of Work**

### ***Task 1 (continued): Project Management and Quarterly Reporting***

This task is for ongoing project management and is presented as an estimated level of effort. The work includes project team meetings and communications, preparation of quarterly progress reports, and monthly invoicing and budget management. Quarterly progress reports will be submitted to Ecology by the 15th of each of January, April, July, and October.

### ***Task 2: Annual Topographic Survey***

This task is for annual topographic survey by a licensed surveyor, under subcontract to Aspect, to re-measure elevations at the eight markers established on the landfill cap at the end of construction. The cost estimate includes time for the Aspect project manager to schedule, coordinate access, and



City of Shelton  
May 31, 2024

Project No. 150074-C

communicate with the surveyor on behalf of the City, and for transmittal of the surveyor's attestation to the City and Ecology. The cost estimate assumes an Aspect field representative is not onsite to oversee the surveyor. The cost estimate includes costs for five annual surveys to occur in Third Quarter 2024, 2025, 2026, 2027, and 2028. Subsequent surveys will be provided in future cost estimates provided to the City annually.

### ***Task 3: Annual Landfill Cap Inspection***

This task is for the Aspect field technician to perform annual landfill cap inspections, and prepare inspection documentation forms attached to the I, M, and M Plan for transmittal to the City and Ecology. The cost estimate includes time for the Aspect project manager to schedule and coordinate access and assumes the inspection will occur during one field day (including travel from Aspect's Bainbridge Island field office). The cost estimate includes costs for five annual inspections to occur in Third Quarter 2024, 2025, 2026, 2027, and 2028. Subsequent inspections will be provided in future cost estimates provided to the City annually.

### ***Task 4: Semi-Annual Groundwater Monitoring***

This task includes continued semi-annual groundwater monitoring. Twice yearly, water level measurements and analytical groundwater samples will be collected at the four monitoring wells, AMW-1 to AMW-4. Analytical groundwater samples, including one field duplicate (for a total of 5 groundwater samples) will be collected using low flow methodology and analyzed for total iron and total manganese using EPA Method 200.8 or equivalent on standard turnaround times (7 to 10 days). Data results will undergo a Level II data validation.

Aspect will prepare draft and final versions of an annual groundwater monitoring report following the second semi-annual event, to include a summary of the field activities and results, the results of the Level II data validation, and a map of the well locations for City review and submittal to Ecology. Validated groundwater monitoring data will be submitted to Ecology's Environmental Information Management (EIM) system annually.

The cost estimate assumes Ecology will require semi-annual groundwater monitoring throughout the period covered by this proposal, and therefore includes costs for these activities for two events per year for post-construction Years 2 through 5, to occur in August and February, beginning August 2024 and ending February 2029. The frequency and/or scope of the groundwater monitoring events may be reduced in consultation with Ecology once sufficient data has been collected to demonstrate functional stability of the landfill.

## **Cost Estimate**

The cost to complete the scope of work described herein is estimated to be approximately \$190,732. Note, this cost is for those post-construction monitoring activities to be completed by Aspect, and does not include activities to be completed by the City and/or Ecology (such as, Ecology's 5-year Review and annual cap maintenance). A detailed summary of Aspect's estimated costs for post-construction Year 2, in 2024 dollars, is presented in Table 1 (attached). Table 1 also includes estimated costs for post-construction Years 3, 4, and 5, projected based on an assumed annual rate increase of approximately 5 percent per year.

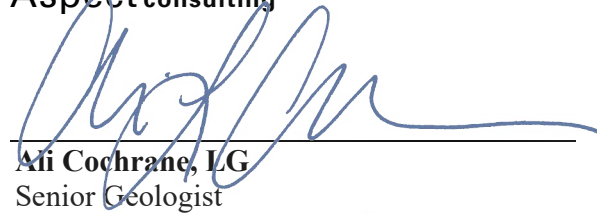


City of Shelton  
May 31, 2024

Project No. 150074-C

Sincerely,

**Aspect consulting**

A handwritten signature in blue ink, appearing to read 'Ali Cochrane', is written over a horizontal line.

**Ali Cochrane, LG**  
Senior Geologist  
ali.cochrane@aspectconsulting.com

A handwritten signature in blue ink, appearing to read 'Carla Brock', is written over a horizontal line.

**Carla Brock, LHG**  
Sr. Principal Geologist  
carla.brock@aspectconsulting.com

Attachments: Table 1 – Cost Estimate Detail  
Rate Schedule

S:\City of Shelton\C Street Landfill 150074\Contracts\Finalized Contracts and Proposals\SOW\_20240531\_AS150074C\_CStreet\_Annual  
MonitoringY2-Y5.docx

Table 1. Cost Estimate Detail

City of Shelton, Project No. 150074C

Task 1 Continued PM & Progress Reporting (yearly cost, 2024 dollars)				Task 2 Annual Topographic Survey (1 event cost, 2024 dollars)				Task 3 Annual Landfill Cap Inspection (1 event cost, 2024 dollars)				Task 4 Semi-Annual Groundwater Monitoring (2 events/yearly cost, 2024 dollars)			
Labor Costs															
Description	Rate	Unit	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	
			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours			
Senior Principal	\$315.00	hour	16		\$ 5,040		1		\$ 315		1		\$ 315		
Principal	\$285.00	hour			\$ -				\$ -		2		\$ 570		
Senior Professional	\$255.00	hour	20		\$ 5,100		4		\$ 1,020		4		\$ 1,020		
Project Professional	\$220.00	hour			\$ -				\$ -				\$ -		
Professional	\$195.00	hour			\$ -				\$ -				\$ -		
Sr. Staff Professional	\$170.00	hour			\$ -				\$ -		12		\$ 2,040		
Staff Professional	\$150.00	hour			\$ -				\$ -			28	\$ 4,240		
Senior Designer	\$200.00	hour			\$ -				\$ -			20	\$ 3,000		
Designer	\$165.00	hour			\$ -				\$ -				\$ -		
Senior Drafter/CADD	\$155.00	hour			\$ -				\$ -		1		\$ 155		
Drafter/CADD	\$135.00	hour			\$ -				\$ -				\$ -		
Project Administrator	\$100.00	hour	16		\$ 1,600		1		\$ 100		1		\$ 100		
Labor Costs Subtotals						\$ 11,740	1				\$ 1,435	2			
Field Equipment & ODCs															
Markup = 1.15															
Description	Rate	Unit	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	
Travel, Aspect Truck	\$110	day			\$ -				\$ -		1		\$ 110		
Field Equip - GW Sampling	\$420	day			\$ -				\$ -				\$ -		
Field Equip - Non-Sampling Monitoring	\$410	day			\$ -				\$ -		1		\$ 410	5	
Field Equipment & ODCs Subtotals						\$ -					\$ -				
Subcontractor Costs															
Markup = 1.15															
			Bid		Notes		Bid		Notes		Bid		Notes		
Description															
Topographic Survey					\$ -				\$ 2,998	3			\$ -		
Sample Analysis - Laboratory - GW					\$ -				\$ -				\$ 759		
Subcontractor Costs Subtotals						\$ -					\$ 2,998				
Subtask Subtotals						\$ 11,740					\$ 4,433				

Notes

1. Labor assumes a duration of 12 months and preparation of 4 quarterly progress reports.
2. Labor estimate is for coordination of the subcontractor only and assumes Aspect is not onsite during the survey activities.
3. Quote from Apex Engineering, Inc. dated 2023.
4. Labor estimate is for one site visit by an Aspect field technician, including travel to/from Aspect's Seattle field office, and preparation of field inspection documentation forms.
5. Field Equipment - Non-sampling monitoring includes use of a GPS and field tablet/computer, and PPE.
6. Labor estimate is for two groundwater monitoring events, and assumes each event is completed in a single field day, assumes preparation of one annual groundwater monitoring report summarizing both events, and assumes analytical data is uploaded to Ecology's EIM once annually.
- \* Task described is anticipated to be completed by Ecology and/or the City; no Aspect fees are included. If Aspect support is needed, a scope and fee estimate will be provided at that time.
- \*\* Year 1 Post-construction costs have already been completed and invoiced to the City.



CONFIDENTIAL

**2024 U.S. RATE SCHEDULE**

(All Values are in \$USD)

	<u><b>Rate/Hour</b></u>
Staff Professional	\$150
Senior Staff Professional	\$170
Professional	\$195
Project Professional	\$220
Senior Professional	\$255
Principal	\$285
Senior Principal	\$315
Technician I	\$ 85
Technician II	\$ 95
Senior Technician I	\$100
Senior Technician II	\$110
Site Manager I	\$125
Site Manager II	\$135
Construction Manager I	\$145
Construction Manager II	\$155
Senior Designer	\$200
Designer	\$165
Senior Drafter/Senior CADD Operator	\$155
Drafter/CADD Operator/Artist	\$135
Senior Technical Editor	\$170
Technical Editor	\$150
Project Administrator	\$100
Clerical	\$ 75
Direct Expenses	Cost plus 15%
Subcontract Services	Cost plus 15%
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate Plus 15%
Photocopies (per page)	\$ .09

Rates are provided on a confidential basis and are client and project specific.

Unless otherwise agreed, rates will be adjusted annually based on a minimum of the Producer Price Index for Engineering Services.

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.

Construction management fee presented upon request.

## EXHIBIT B

# INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the “effective date” noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
2. **Individual Invoicing:** In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
  - a. Submittal Number - the sequential number of invoices submitted to date, including the current invoice.
  - b. Consultant Information – Name, Mailing Address, Phone Number
  - c. Contract Information – Title of the Contract/Project, and Contract Expiration Date.
  - d. Reporting Period - shall be a range between two specific dates for which the invoice covers, such as January 1, 2023 – January 30, 2023.
  - e. Invoice Number - a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
  - f. Indicates whether the invoice submittal is the final billing for the Contract.
  - g. Budget Summary – shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title, and billing rate*; A listing by job title only is not acceptable.
6. **Time Sheet Detail:** Timesheet detail with comments (Diary Logs) are required for all time charged.
7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit D - *Reimbursable Expenses*, must be followed.
8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
9. **Rates:** It is the Consultant’s responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
10. **Invoice Submittal:** The invoice package shall be submitted to [PW.Invoices@SheltonWA.gov](mailto:PW.Invoices@SheltonWA.gov), or via postal mail or courier addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.



**City of Shelton  
BILLING VOUCHER**

Submittal No.: \_\_\_\_\_

Consultant: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project/Contract Title: \_\_\_\_\_

Contract Expiration: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_ (Attach Invoice)

Is this the final Invoice for the Contract? ☐ Yes ☐ No\_\_\_\_\_  
Authorized Signature

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**BUDGET SUMMARY**

Total contract amount        \$ \_\_\_\_\_

Previous payments            \$ \_\_\_\_\_

Current request               \$ \_\_\_\_\_

Total requested to date       \$ \_\_\_\_\_

Balance remaining            \$ \_\_\_\_\_

*Note: If applicable, submit a separate voucher for each Contract.*

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*For City Use Only*

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- ☐ Approved for payment. I have reviewed the invoice and have confirmed all services and deliverables charged on this invoice have been completed and/or received.

\_\_\_\_\_  
Project Manager/Reviewer Name\_\_\_\_\_  
Project Manager/Review Signature\_\_\_\_\_  
Date

## Exhibit D – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax ( <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a> ). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Automatic when airfare approved
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a>	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel Services	Reimbursable only if required to fulfill a request of the City. Does not include routine correspondence.	Receipt	No
Printing, copying	Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub-Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

\* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

Office Address Mileage will be calculated from: 3201 Martin Luther King Jr. Way  
Seattle, Washington 98144

# C-STREET LANDFILL CLOSURE PROJECT UPDATE



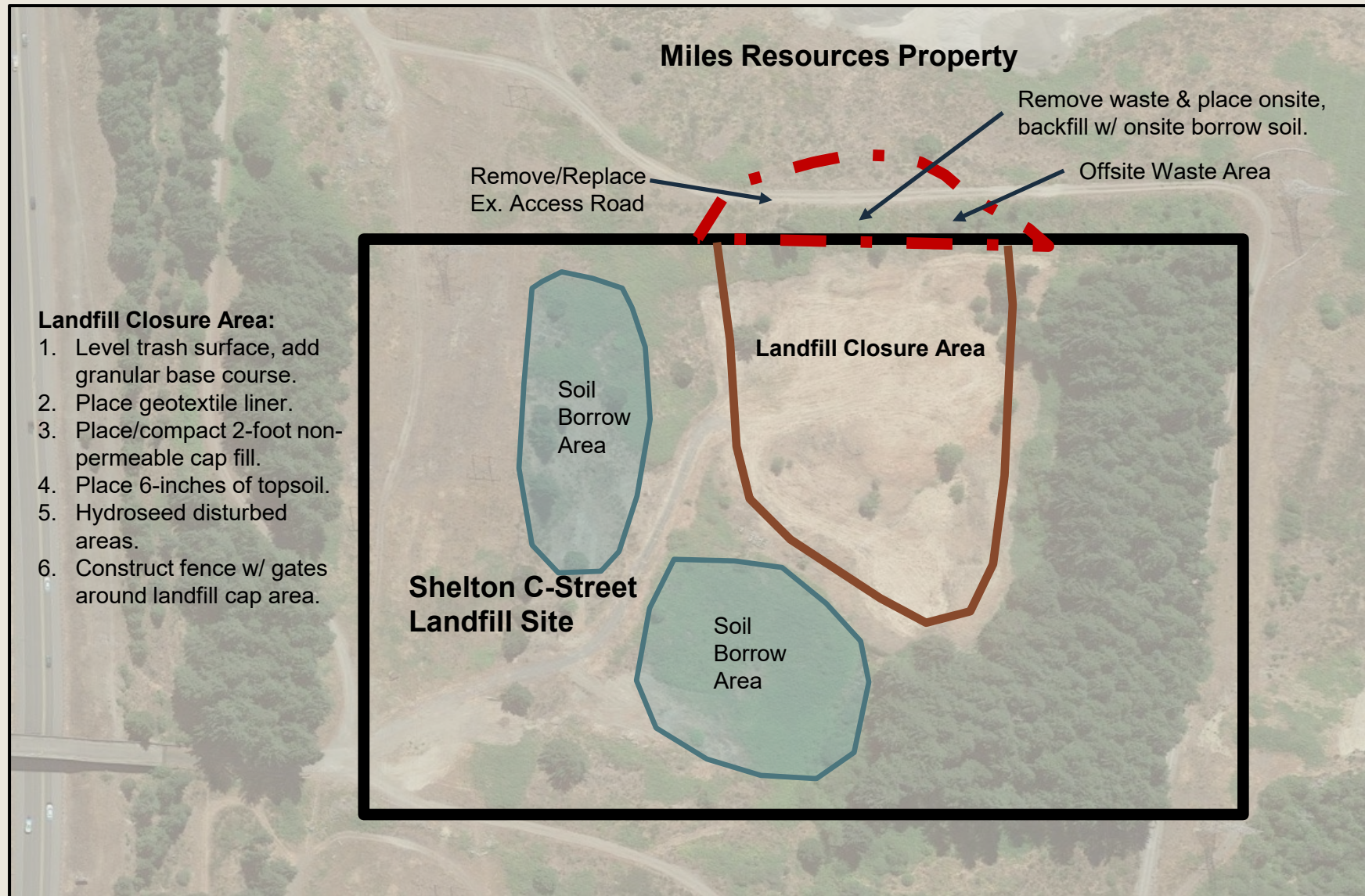
Site Aerial Photograph, August 2022



August 6, 2024



# PROJECT SCOPE:





# CONSTRUCTION PHOTOGRAPHS:





# CONSTRUCTION PHOTOGRAPHS:





# CONSTRUCTION PHOTOGRAPHS:





# POST CONSTRUCTION:



11-13-2023 Looking North



Apex Job No.	36650		
Project Name:	Shelton Landfill	Settlement Monitoring	Vertical
Report Date:	July 2, 2024		
Note 1:	Vertical settlement points are rebar with control cap and 4" lath		
Note 2:	Subsequent re-measurements will be compared against the baseline elevations indicated below to determine the extent of settlement, if any.		

SETTLEMENT POINT NUMBER	LOCATION	INITIAL BASELINE ELEVATIONS 6/26/23	REMEASURED ELEVATION	ELEVATION DIFFERENCE FROM INITIAL
			6/27/2024	
1	SEE EXHIBIT MAP	169.99	169.85	-0.14
2		165.42	165.37	-0.05
3		164.36	164.28	-0.08
4		163.27	163.19	-0.08
5		163.48	163.36	-0.12
6		164.33	164.17	-0.16
7		164.74	164.56	-0.18
8		165.61	165.51	-0.10

7-2-2024 Settlement Monitoring Report



# QUESTIONS?



4-20-23 Offsite Waste Layer

**For more information, please contact:**

Brent Armstrong

Public Work Superintendent

City of Shelton

360-432-5180

[brent.armstrong@sheltonwa.gov](mailto:brent.armstrong@sheltonwa.gov)



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G3)

Touch Date: 07/15/2024  
Brief Date: 08/06/2024  
Action Date: 08/20/2024

Department: Police Department  
Presented By: Daniel Patton, Police Captain

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
FLOCK ALPR Camera System

☐

Ordinance

☒ Dept. Head

CK

#### ATTACHMENTS:

☒

Resolution

☐ Finance Director

-Resolution No.1345-0824

☐ Attorney

- FLOCK L.E. Agreement

☒

Motion

☒ City Clerk

☐

Other

☐ City Manager

-MSA – Flock Safety

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The FLOCK Safety System is a camera system that is capable of reading and storing license plates of vehicles being driven on roads and highways. The initial system designed for Shelton has a total of 12 cameras that will be strategically placed on the most prevalent roads and highways entering the City of Shelton. The cameras are equipped with automatic license plate reading (ALPR) technology that captures and stores the rear license plate of vehicles for 30 days. If the system detects a stolen or wanted vehicle it sends out an automatic notification to on-duty Shelton police officers detailing the location of the vehicle, vehicle description, and the want status. The system also detects vehicles wanted in amber and silver alerts.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

The initial set up cost for a 2-year contract is \$37,800 (1<sup>st</sup> year) and a subsequent annual subscription fee of \$36,000. The city was awarded a grant from WAPTA for \$20,400 to be applied to the first-year initial set up fee. An additional annual budget increase for \$36,000 will be needed for program continuance.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1345-0824 as presented. "

**RESOLUTION NO. 1345-0824**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
AUTHORIZING THE CITY MANAGER TO APPROVE A CONTRACT WITH FLOCK GROUP, INC FOR LICENSE  
PLATE RECOGNITION SYSTEM**

**WHEREAS,** 70 percent of crimes involve vehicles;

**WHEREAS,** the State experienced 54,187 stolen vehicles last year; and

**WHEREAS,** one of the City Council's strategic goals is community safety; and

**WHEREAS;** the City Council determines that investment in public safety measures is critical to the community's welfare; and

**WHEREAS,** Flock camera systems are designed to focus on vehicular evidence, including license plates and detailed vehicle fingerprints; and

**WHEREAS;** Flock camera system is beneficial to the operation and function of the Shelton police Department; and

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton, Washington, that the City Manager is authorized to execute the senior engineering services contract with Flock Group, Inc and execute any subsequent contract amendments.

**INTRODUCED** and **PASSED** by the City Council at its regular meeting on the 20<sup>th</sup> of August 2024.

ATTEST:

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Mayor Onisko

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City Clerk Nault

## **Flock Safety + WA - Shelton PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Garret Thomson  
garret.thomson@flocksafety.com  
3606329332

Created Date: 08/08/2024  
Expiration Date: 04/06/2024  
Quote Number: Q-71504  
PO Number:





## Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 525 W Cota St Shelton, Washington 98584

Ship To: 525 W Cota St Shelton, Washington 98584

Billing Company Name: WA - Shelton PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Subscription Term: 24 Months

Payment Terms: Net 30

Retention Period: 30 Days

Billing Frequency: Annual Plan - First Year Invoiced at Signing.

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$36,000.00</b>
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon ®	Included	12	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee		0	\$0.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	12	\$1,800.00

**Subtotal Year 1:** \$37,800.00

**Annual Recurring Subtotal:** \$36,000.00

**Estimated Tax:** \$6,568.20

**Contract Total:** \$73,800.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.*

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$37,800.00
Annual Recurring after Year 1	\$36,000.00
Contract Total	\$73,800.00

\*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
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## Master Services Agreement

This Master Services Agreement (this “***Agreement***”) is entered into by and between Flock Group, Inc. with a place of business at 1170 Howell Mill Road NW Suite 210, Atlanta, GA 30318 (“***Flock***”) and the entity identified in the signature block (“***Customer***”) (each a “***Party***,” and together, the “***Parties***”) on this the 13 day of March 2024. This Agreement is effective on the date of mutual execution (“***Effective Date***”). Parties will sign an Order Form (“***Order Form***”) which will describe the Flock Services to be performed and the period for performance, attached hereto as **Exhibit A**. The Parties agree as follows:

### RECITALS

**WHEREAS**, Flock offers a software and hardware situational awareness solution through Flock’s technology platform that upon detection is capable of capturing audio, video, image, and recording data and provide notifications to Customer (“***Notifications***”);

**WHEREAS**, Customer desires access to the Flock Services (defined below) on existing devices, provided by Customer, or Flock provided Flock Hardware (as defined below) in order to create, view, search and archive Footage and receive Notifications, via the Flock Services;

**WHEREAS**, Customer shall have access to the Footage in Flock Services. Pursuant to Flock’s standard Retention Period (defined below) Flock deletes all Footage on a rolling thirty (30) day basis, except as otherwise stated on the ***Order Form***. Customer shall be responsible for extracting, downloading and archiving Footage from the Flock Services on its own storage devices; and

**WHEREAS**, Flock desires to provide Customer the Flock Services and any access thereto, subject to the terms and conditions of this Agreement, solely for the awareness, prevention, and prosecution of crime, bona fide investigations and evidence gathering for law enforcement purposes, (“***Permitted Purpose***”).

### AGREEMENT



**NOW, THEREFORE,** Flock and Customer agree that this Agreement, and any Order Form, purchase orders, statements of work, product addenda, or the like, attached hereto as exhibits and incorporated by reference, constitute the complete and exclusive statement of the Agreement of the Parties with respect to the subject matter of this Agreement, and replace and supersede all prior agreements, term sheets, purchase orders, correspondence, oral or written communications and negotiations by and between the Parties.

## **1. DEFINITIONS**

Certain capitalized terms, not otherwise defined herein, have the meanings set forth or cross-referenced in this Section 1.

1.1 “**Anonymized Data**” means Customer Data permanently stripped of identifying details and any potential personally identifiable information, by commercially available standards which irreversibly alters data in such a way that a data subject (i.e., individual person or entity) can no longer be identified directly or indirectly.

1.2 “**Authorized End User(s)**” means any individual employees, agents, or contractors of Customer accessing or using the Services, under the rights granted to Customer pursuant to this Agreement.

1.3 “**Customer Data**” means the data, media and content provided by Customer through the Services. For the avoidance of doubt, the Customer Data will include the Footage.

1.4. “**Customer Hardware**” means the third-party camera owned or provided by Customer and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Services.

1.5 “**Embedded Software**” means the Flock proprietary software and/or firmware integrated with or installed on the Flock Hardware or Customer Hardware.

1.6 “**Flock Hardware**” means the Flock device(s), which may include the pole, clamps, solar panel, installation components, and any other physical elements that interact with the Embedded Software and the Web Interface, to provide the Flock Services as specifically set forth in the applicable product addenda.

1.7 “**Flock IP**” means the Services, the Embedded Software, and any intellectual property or proprietary information therein or otherwise provided to Customer and/or its Authorized End Users. Flock IP does not include Footage (as defined below).

1.8 “**Flock Network End User(s)**” means any user of the Flock Services that Customer authorizes access to or receives data from, pursuant to the licenses granted herein.

1.9 “**Flock Services**” means the provision of Flock’s software and hardware situational awareness solution, via the Web Interface, for automatic license plate detection, alerts, audio detection, searching image records, video and sharing Footage.

1.10 “**Footage**” means still images, video, audio and other data captured by the Flock Hardware or Customer Hardware in the course of and provided via the Flock Services.

1.11 “**Hotlist(s)**” means a digital file containing alphanumeric license plate related information pertaining to vehicles of interest, which may include stolen vehicles, stolen vehicle license plates, vehicles owned or associated with wanted or missing person(s), vehicles suspected of being involved with criminal or terrorist activities, and other legitimate law enforcement purposes. Hotlist also includes, but is not limited to, national data (i.e., NCIC) for similar categories, license plates associated with AMBER Alerts or Missing Persons/Vulnerable Adult Alerts, and includes manually entered license plate information associated with crimes that have occurred in any local jurisdiction.

1.12 “**Installation Services**” means the services provided by Flock for installation of Flock Services.

1.13 “**Retention Period**” means the time period that the Customer Data is stored within the cloud storage, as specified in the product addenda.

1.14 “**Vehicle Fingerprint™**” means the unique vehicular attributes captured through Services such as: type, make, color, state registration, missing/covered plates, bumper stickers, decals, roof racks, and bike racks.

1.15 “**Web Interface**” means the website(s) or application(s) through which Customer and its Authorized End Users can access the Services.

## 2. SERVICES AND SUPPORT

**2.1 Provision of Access.** Flock hereby grants to Customer a non-exclusive, non-transferable right to access the features and functions of the Flock Services via the Web Interface during the Term, solely for the Authorized End Users. The Footage will be available for Authorized End Users to access and download via the Web Interface for the data retention time defined on the Order Form (“***Retention Period**User ID***

**2.2 Embedded Software License.** Flock grants Customer a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Embedded Software as it pertains to Flock Services, solely as necessary for Customer to use the Flock Services.

**2.3 Support Services.** Flock shall monitor the Flock Services, and any applicable device health, in order to improve performance and functionality. Flock will use commercially reasonable efforts to respond to requests for support within seventy-two (72) hours. Flock will provide Customer with reasonable technical and on-site support and maintenance services in-person, via phone or by email at [support@flocksafety.com](mailto:support@flocksafety.com) (such services collectively referred to as “***Support Services***”).

**2.4 Upgrades to Platform.** Flock may make any upgrades to system or platform that it deems necessary or useful to (i) maintain or enhance the quality or delivery of Flock’s products or services to its agencies, the competitive strength of, or market for, Flock’s products or services, such platform or system’s cost efficiency or performance, or (ii) to comply with applicable law. Parties understand that such upgrades are necessary from time to time and will not diminish the quality of the services or materially change any terms or conditions within this Agreement.

**2.5 Service Interruption.** Services may be interrupted in the event that: (a) Flock's provision of the Services to Customer or any Authorized End User is prohibited by applicable law; (b) any third-party services required for Services are interrupted; (c) if Flock reasonably believe Services are being used for malicious, unlawful, or otherwise unauthorized use; (d) there is a threat or attack on any of the Flock IP by a third party; or (e) scheduled or emergency maintenance ("**Service Interruption**"). Flock will make commercially reasonable efforts to provide written notice of any Service Interruption to Customer, to provide updates, and to resume providing access to Flock Services as soon as reasonably possible after the event giving rise to the Service Interruption is cured. Flock will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized End User may incur as a result of a Service Interruption. To the extent that the Service Interruption is not caused by Customer's direct actions or by the actions of parties associated with the Customer, the time will be tolled by the duration of the Service Interruption (for any continuous suspension lasting at least one full day). For example, in the event of a Service Interruption lasting five (5) continuous days, Customer will receive a credit for five (5) free days at the end of the Term.

**2.6 Service Suspension.** Flock may temporarily suspend Customer's and any Authorized End User's access to any portion or all of the Flock IP or Flock Service if (a) there is a threat or attack on any of the Flock IP by Customer; (b) Customer's or any Authorized End User's use of the Flock IP disrupts or poses a security risk to the Flock IP or any other customer or vendor of Flock; (c) Customer or any Authorized End User is/are using the Flock IP for fraudulent or illegal activities; (d) Customer has violated any term of this provision, including, but not limited to, utilizing Flock Services for anything other than the Permitted Purpose; or (e) any unauthorized access to Flock Services through Customer's account ("**Service Suspension**"). Customer shall not be entitled to any remedy for the Service Suspension period, including any reimbursement, tolling, or credit. If the Service Suspension was not caused by Customer, the Term will be tolled by the duration of the Service Suspension.

**2.7 Hazardous Conditions.** Flock Services do not contemplate hazardous materials, or other hazardous conditions, including, without limit, asbestos, lead, toxic or flammable substances. In the event any such hazardous materials are discovered in the designated locations in which Flock



is to perform services under this Agreement, Flock shall have the right to cease work immediately.

### **3. CUSTOMER OBLIGATIONS**

**3.1 Customer Obligations.** Flock will assist Customer Authorized End Users in the creation of a User ID. Authorized End Users agree to provide Flock with accurate, complete, and updated registration information. Authorized End Users may not select as their User ID, a name that they do not have the right to use, or any other name with the intent of impersonation. Customer and Authorized End Users may not transfer their account to anyone else without prior written permission of Flock. Authorized End Users shall not share their account username or password information and must protect the security of the username and password. Unless otherwise stated and defined in this Agreement, Customer shall not designate Authorized End Users for persons who are not officers, employees, or agents of Customer. Authorized End Users shall only use Customer-issued email addresses for the creation of their User ID. Customer is responsible for any Authorized End User activity associated with its account. Customer shall ensure that Customer provides Flock with up to date contact information at all times during the Term of this agreement. Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Flock Services. Customer shall (at its own expense) provide Flock with reasonable access and use of Customer facilities and Customer personnel in order to enable Flock to perform Services (such obligations of Customer are collectively defined as *“Customer Obligations”*).

**3.2 Customer Representations and Warranties.** Customer represents, covenants, and warrants that Customer shall use Flock Services only in compliance with this Agreement and all applicable laws and regulations, including but not limited to any laws relating to the recording or sharing of data, video, photo, or audio content.

### **4. DATA USE AND LICENSING**

**4.1 Customer Data.** As between Flock and Customer, all right, title and interest in the Customer Data, belong to and are retained solely by Customer. Customer hereby grants to Flock a limited, non-exclusive, royalty-free, irrevocable, worldwide license to use the Customer Data and perform all acts as may be necessary for Flock to provide the Flock Services to Customer. Flock does not own and shall not sell Customer Data.

**4.2 Customer Generated Data.** Flock may provide Customer with the opportunity to post, upload, display, publish, distribute, transmit, broadcast, or otherwise make available, messages, text, illustrations, files, images, graphics, photos, comments, sounds, music, videos, information, content, ratings, reviews, data, questions, suggestions, or other information or materials produced by Customer (“***Customer Generated Data***”). Customer shall retain whatever legally cognizable right, title, and interest in Customer Generated Data. Customer understands and acknowledges that Flock has no obligation to monitor or enforce Customer’s intellectual property rights of Customer Generated Data. Customer grants Flock a non-exclusive, irrevocable, worldwide, royalty-free, license to use the Customer Generated Data for the purpose of providing Flock Services. Flock does not own and shall not sell Customer Generated Data.

**4.3 Anonymized Data.** Flock shall have the right to collect, analyze, and anonymize Customer Data and Customer Generated Data to the extent such anonymization renders the data non-identifiable to create Anonymized Data to use and perform the Services and related systems and technologies, including the training of machine learning algorithms. Customer hereby grants Flock a non-exclusive, worldwide, perpetual, royalty-free right to use and distribute such Anonymized Data to improve and enhance the Services and for other development, diagnostic and corrective purposes, and other Flock offerings. Parties understand that the aforementioned license is required for continuity of Services. Flock does not own and shall not sell Anonymized Data.

## **5. CONFIDENTIALITY; DISCLOSURES**

**5.1 Confidentiality.** To the extent required by any applicable public records requests, each Party (the “***Receiving Party***”) understands that the other Party (the “***Disclosing Party***”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “***Proprietary Information***” of the Disclosing Party).

Proprietary Information of Flock includes non-public information regarding features, functionality and performance of the Services. Proprietary Information of Customer includes non-public data provided by Customer to Flock or collected by Flock via Flock Services, which includes but is not limited to geolocation information and environmental data collected by sensors. The Receiving Party agrees: (i) to take the same security precautions to protect against disclosure or unauthorized use of such Proprietary Information that the Party takes with its own

proprietary information, but in no event less than commercially reasonable precautions, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public; or (b) was in its possession or known by it prior to receipt from the Disclosing Party; or (c) was rightfully disclosed to it without restriction by a third party; or (d) was independently developed without use of any Proprietary Information of the Disclosing Party. Nothing in this Agreement will prevent the Receiving Party from disclosing the Proprietary Information pursuant to any judicial or governmental order, provided that the Receiving Party gives the Disclosing Party reasonable prior notice of such disclosure to contest such order. At the termination of this Agreement, all Proprietary Information will be returned to the Disclosing Party, destroyed or erased (if recorded on an erasable storage medium), together with any copies thereof, when no longer needed for the purposes above, or upon request from the Disclosing Party, and in any case upon termination of the Agreement. Notwithstanding any termination, all confidentiality obligations of Proprietary Information that is trade secret shall continue in perpetuity or until such information is no longer trade secret.

**5.2 Usage Restrictions on Flock IP.** Flock and its licensors retain all right, title and interest in and to the Flock IP and its components, and Customer acknowledges that it neither owns nor acquires any additional rights in and to the foregoing not expressly granted by this Agreement. Customer further acknowledges that Flock retains the right to use the foregoing for any purpose in Flock's sole discretion. Customer and Authorized End Users shall not: (i) copy or duplicate any of the Flock IP; (ii) decompile, disassemble, reverse engineer, or otherwise attempt to obtain or perceive the source code from which any software component of any of the Flock IP is compiled or interpreted, or apply any other process or procedure to derive the source code of any software included in the Flock IP; (iii) attempt to modify, alter, tamper with or repair any of the Flock IP, or attempt to create any derivative product from any of the foregoing; (iv) interfere or attempt to interfere in any manner with the functionality or proper working of any of the Flock IP; (v) remove, obscure, or alter any notice of any intellectual property or proprietary right appearing on or contained within the Flock Services or Flock IP; (vi) use the Flock Services for anything other than the Permitted Purpose; or (vii) assign, sublicense, sell, resell, lease, rent, or

otherwise transfer, convey, pledge as security, or otherwise encumber, Customer's rights. There are no implied rights.

**5.3 Disclosure of Footage.** Subject to and during the Retention Period, Flock may access, use, preserve and/or disclose the Footage to law enforcement authorities, government officials, and/or third parties, if legally required to do so or if Flock has a good faith belief that such access, use, preservation or disclosure is reasonably necessary to comply with a legal process, enforce this Agreement, or detect, prevent or otherwise address security, privacy, fraud or technical issues, or emergency situations.

## **6. PAYMENT OF FEES**

**6.1 Billing and Payment of Fees.** Customer shall pay the fees set forth in the applicable Order Form based on the billing structure and payment terms as indicated in the Order Form. If Customer believes that Flock has billed Customer incorrectly, Customer must contact Flock no later than thirty (30) days after the closing date on the first invoice in which the error or problem appeared to receive an adjustment or credit. Customer acknowledges and agrees that a failure to contact Flock within this period will serve as a waiver of any claim. If any undisputed fee is more than thirty (30) days overdue, Flock may, without limiting its other rights and remedies, suspend delivery of its service until such undisputed invoice is paid in full. Flock shall provide at least thirty (30) days' prior written notice to Customer of the payment delinquency before exercising any suspension right.

**6.2 Notice of Changes to Fees.** Flock reserves the right to change the fees for subsequent Renewal Terms by providing sixty (60) days' notice (which may be sent by email) prior to the end of the Initial Term or Renewal Term (as applicable).

**6.3 Late Fees.** If payment is not issued to Flock by the due date of the invoice, an interest penalty of 1.0% of any unpaid amount may be added for each month or fraction thereafter, until final payment is made.

**6.4 Taxes.** Customer is responsible for all taxes, levies, or duties, excluding only taxes based on Flock's net income, imposed by taxing authorities associated with the order. If Flock has the legal obligation to pay or collect taxes, including amount subsequently assessed by a taxing authority, for which Customer is responsible, the appropriate amount shall be invoice to and paid by Customer unless Customer provides Flock a legally sufficient tax exemption certificate and



Flock shall not charge customer any taxes from which it is exempt. If any deduction or withholding is required by law, Customer shall notify Flock and shall pay Flock any additional amounts necessary to ensure that the net amount that Flock receives, after any deduction and withholding, equals the amount Flock would have received if no deduction or withholding had been required.

## **7. TERM AND TERMINATION**

**7.1 Term.** The initial term of this Agreement shall be for the period of time set forth on the Order Form (the “***Term***”). Following the Term, unless otherwise indicated on the Order Form, this Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “***Renewal Term***”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

**7.2 Termination.** Upon termination or expiration of this Agreement, Flock will remove any applicable Flock Hardware at a commercially reasonable time period. In the event of any material breach of this Agreement, the non-breaching Party may terminate this Agreement prior to the end of the Term by giving thirty (30) days prior written notice to the breaching Party; provided, however, that this Agreement will not terminate if the breaching Party has cured the breach prior to the expiration of such thirty (30) day period (“***Cure Period***”). Either Party may terminate this Agreement (i) upon the institution by or against the other Party of insolvency, receivership or bankruptcy proceedings, (ii) upon the other Party's making an assignment for the benefit of creditors, or (iii) upon the other Party's dissolution or ceasing to do business. In the event of a material breach by Flock, and Flock is unable to cure within the ***Cure Period***, Flock will refund Customer a pro-rata portion of the pre-paid fees for Services not received due to such termination.

**7.3 Survival.** The following Sections will survive termination: 1, 3, 5, 6, 7, 8.3, 8.4, 9, 11.1 and 11.6.

## 8. REMEDY FOR DEFECT; WARRANTY AND DISCLAIMER

**8.1 Manufacturer Defect.** Upon a malfunction or failure of Flock Hardware or Embedded Software (a “**Defect**”), Customer must notify Flock’s technical support team. In the event of a Defect, Flock shall make a commercially reasonable attempt to repair or replace the defective Flock Hardware at no additional cost to the Customer. Flock reserves the right, in its sole discretion, to repair or replace such Defect, provided that Flock shall conduct inspection or testing within a commercially reasonable time, but no longer than seven (7) business days after Customer gives notice to Flock.

**8.2 Replacements.** In the event that Flock Hardware is lost, stolen, or damaged, Customer may request a replacement of Flock Hardware at a fee according to the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>). In the event that Customer chooses not to replace lost, damaged, or stolen Flock Hardware, Customer understands and agrees that (1) Flock Services will be materially affected, and (2) that Flock shall have no liability to Customer regarding such affected Flock Services, nor shall Customer receive a refund for the lost, damaged, or stolen Flock Hardware.

**8.3 Warranty.** Flock shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Installation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Flock or by third-party providers, or because of other causes beyond Flock’s reasonable control, but Flock shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption.

**8.4 Disclaimer.** THE REMEDY DESCRIBED IN SECTION 8.1 ABOVE IS CUSTOMER’S SOLE REMEDY, AND FLOCK’S SOLE LIABILITY, WITH RESPECT TO DEFECTS. FLOCK DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES ARE PROVIDED “AS IS” AND FLOCK DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A

PARTICULAR PURPOSE AND NON-INFRINGEMENT. THIS DISCLAIMER ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 11.6.

8.5 **Insurance.** Flock will maintain commercial general liability policies as stated in Exhibit B.

8.6 **Force Majeure.** Parties are not responsible or liable for any delays or failures in performance from any cause beyond their control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, pandemics (including the spread of variants), issues of national security, acts or omissions of third-party technology providers, riots, fires, earthquakes, floods, power blackouts, strikes, supply chain shortages of equipment or supplies, financial institution crisis, weather conditions or acts of hackers, internet service providers or any other third party acts or omissions.

## **9. LIMITATION OF LIABILITY; INDEMNITY**

9.1 **Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, FLOCK, ITS OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, OR OTHER THEORY: (A) FOR LOSS OF REVENUE, BUSINESS OR BUSINESS INTERRUPTION; (B) INCOMPLETE, CORRUPT, OR INACCURATE DATA; (C) COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY; (D) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (E) FOR ANY MATTER BEYOND FLOCK'S ACTUAL KNOWLEDGE OR REASONABLE CONTROL INCLUDING REPEAT CRIMINAL ACTIVITY OR INABILITY TO CAPTURE FOOTAGE; OR (F) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID AND/OR PAYABLE BY CUSTOMER TO FLOCK FOR THE SERVICES UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACT OR OMISSION THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT FLOCK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF LIABILITY OF SECTION ONLY APPLIES TO THE EXTENT

ALLOWED BY THE GOVERNING LAW OF THE STATE REFERENCED IN SECTION 10.6. NOTWITHSTANDING ANYTHING TO THE CONTRARY, THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY (I) IN THE EVENT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OR (II) INDEMNIFICATION OBLIGATIONS.

**9.2 Responsibility.** Each Party to this Agreement shall assume the responsibility and liability for the acts and omissions of its own employees, officers, or agents, in connection with the performance of their official duties under this Agreement. Each Party to this Agreement shall be liable for the torts of its own officers, agents, or employees.

**9.3 Flock Indemnity.** Flock shall indemnify and hold harmless Customer, its agents and employees, from liability of any kind, including claims, costs (including defense) and expenses, on account of: (i) any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Agreement; or (ii) any damage or injury to property or person directly caused by Flock's installation of Flock Hardware, except for where such damage or injury was caused solely by the negligence of the Customer or its agents, officers or employees. Flock's performance of this indemnity obligation shall not exceed the fees paid and/or payable for the services rendered under this Agreement in the preceding twelve (12) months.

## **10. INSTALLATION SERVICES AND OBLIGATIONS**

**10.1 Ownership of Hardware.** Flock Hardware is owned and shall remain the exclusive property of Flock. Title to any Flock Hardware shall not pass to Customer upon execution of this Agreement, except as otherwise specifically set forth in this Agreement. Except as otherwise expressly stated in this Agreement, Customer is not permitted to remove, reposition, re-install, tamper with, alter, adjust or otherwise take possession or control of Flock Hardware. Customer agrees and understands that in the event Customer is found to engage in any of the foregoing restricted actions, all warranties herein shall be null and void, and this Agreement shall be subject to immediate termination for material breach by Customer. Customer shall not perform any acts which would interfere with the retention of title of the Flock Hardware by Flock. Should Customer default on any payment of the Flock Services, Flock may remove Flock Hardware at Flock's discretion. Such removal, if made by Flock, shall not be deemed a waiver of Flock's



rights to any damages Flock may sustain as a result of Customer's default and Flock shall have the right to enforce any other legal remedy or right.

**10.2 Deployment Plan.** Flock shall advise Customer on the location and positioning of the Flock Hardware for optimal product functionality, as conditions and locations allow. Flock will collaborate with Customer to design the strategic geographic mapping of the location(s) and implementation of Flock Hardware to create a deployment plan ("***Deployment Plan***"). In the event that Flock determines that Flock Hardware will not achieve optimal functionality at a designated location, Flock shall have final discretion to veto a specific location, and will provide alternative options to Customer.

**10.3 Changes to Deployment Plan.** After installation of Flock Hardware, any subsequent requested changes to the Deployment Plan, including, but not limited to, relocating, re-positioning, adjusting of the mounting, removing foliage, replacement, changes to heights of poles will incur a fee according to the reinstall fee schedule located at (<https://www.flocksafety.com/reinstall-fee-schedule>). Customer will receive prior notice and confirm approval of any such fees.

**10.4 Customer Installation Obligations.** Customer is responsible for any applicable supplementary cost as described in the Customer Implementation Guide, attached hereto as Exhibit C ("***Customer Obligations***"). Customer represents and warrants that it has, or shall lawfully obtain, all necessary right title and authority and hereby authorizes Flock to install the Flock Hardware at the designated locations and to make any necessary inspections or maintenance in connection with such installation.

**10.5 Flock's Obligations.** Installation of any Flock Hardware shall be installed in a professional manner within a commercially reasonable time from the Effective Date of this Agreement. Upon removal of Flock Hardware, Flock shall restore the location to its original condition, ordinary wear and tear excepted. Flock will continue to monitor the performance of Flock Hardware for the length of the Term. Flock may use a subcontractor or third party to perform certain obligations under this agreement, provided that Flock's use of such subcontractor or third party shall not release Flock from any duty or liability to fulfill Flock's obligations under this Agreement.

## **11. MISCELLANEOUS**

**11.1 Compliance With Laws.** Parties shall comply with all applicable local, state and federal laws, regulations, policies and ordinances and their associated record retention schedules, including responding to any subpoena request(s).

**11.2 Severability.** If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect.

**11.3 Assignment.** This Agreement is not assignable, transferable or sublicensable by either Party, without prior consent. Notwithstanding the foregoing, either Party may assign this Agreement, without the other Party's consent, (i) to any parent, subsidiary, or affiliate entity, or (ii) to any purchaser of all or substantially all of such Party's assets or to any successor by way of merger, consolidation or similar transaction.

**11.4 Entire Agreement.** This Agreement, together with the Order Form(s), the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>), and any attached exhibits are the complete and exclusive statement of the mutual understanding of the Parties and supersedes and cancels all previous or contemporaneous negotiations, discussions or agreements, whether written and oral, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both Parties, except as otherwise provided herein. None of Customer's purchase orders, authorizations or similar documents will alter the terms of this Agreement, and any such conflicting terms are expressly rejected. Any mutually agreed upon future purchase order is subject to these legal terms and does not alter the rights and obligations under this Agreement, except that future purchase orders may outline additional products, services, quantities and billing terms to be mutually accepted by Parties. In the event of any conflict of terms found in this Agreement or any other terms and conditions, the terms of this Agreement shall prevail. Customer agrees that Customer's purchase is neither contingent upon the delivery of any future functionality or features nor dependent upon any oral or written comments made by Flock with respect to future functionality or feature.

**11.5 Relationship.** No agency, partnership, joint venture, or employment is created as a result of this Agreement and Parties do not have any authority of any kind to bind each other in any respect whatsoever. Flock shall at all times be and act as an independent contractor to Customer.

**11.6 Governing Law; Venue.** This Agreement shall be governed by the laws of the state in which the Customer is located. The Parties hereto agree that venue would be proper in the chosen courts of the State of which the Customer is located. The Parties agree that the United Nations Convention for the International Sale of Goods is excluded in its entirety from this Agreement.

**11.7 Special Terms.** Flock may offer certain special terms which are indicated in the proposal and will become part of this Agreement, upon Customer's prior written consent and the mutual execution by authorized representatives ("**Special Terms**"). To the extent that any terms of this Agreement are inconsistent or conflict with the Special Terms, the Special Terms shall control.

**11.8 Publicity.** Flock has the right to reference and use Customer's name and trademarks and disclose the nature of the Services in business and development and marketing efforts.

**11.9 Feedback.** If Customer or Authorized End User provides any suggestions, ideas, enhancement requests, feedback, recommendations or other information relating to the subject matter hereunder, Agency or Authorized End User hereby assigns to Flock all right, title and interest (including intellectual property rights) with respect to or resulting from any of the foregoing.

**11.10 Export.** Customer may not remove or export from the United States or allow the export or re-export of the Flock IP or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign Customer or authority. As defined in Federal Acquisition Regulation ("FAR"), section 2.101, the Services, the Flock Hardware and Documentation are "commercial items" and according to the Department of Defense Federal Acquisition Regulation ("DFAR") section 252.2277014(a)(1) and are deemed to be "commercial computer software" and "commercial computer software documentation." Flock is compliant with FAR Section 889 and does not contract or do business with, use any equipment, system, or service that uses the enumerated banned Chinese telecommunication companies, equipment or services as a substantial or essential component of any system, or as critical technology as part of any Flock system. Consistent with DFAR section 227.7202 and FAR section 12.212, any use, modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the

terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

11.11 **Headings.** The headings are merely for organization and should not be construed as adding meaning to the Agreement or interpreting the associated sections.

11.12 **Authority.** Each of the below signers of this Agreement represent that they understand this Agreement and have the authority to sign on behalf of and bind the Parties they are representing.

11.13 **Conflict.** In the event there is a conflict between this Agreement and any applicable statement of work, or Customer purchase order, this Agreement controls unless explicitly stated otherwise.

11.14 **Morality.** In the event Customer or its agents become the subject of an indictment, contempt, scandal, crime of moral turpitude or similar event that would negatively impact or tarnish Flock's reputation, Flock shall have the option to terminate this Agreement upon prior written notice to Customer.

11.15 **Notices.** All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt to the address listed on the Order Form (or, if different, below), if sent by certified or registered mail, return receipt requested.

11.16 **Non-Appropriation.** Notwithstanding any other provision of this Agreement, all obligations of the Customer under this Agreement which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose. Customer shall have the right to terminate this Agreement for non appropriation with thirty (30) days written notice without penalty or other cost.



FLOCK NOTICES ADDRESS:

1170 HOWELL MILL ROAD, NW SUITE 210

ATLANTA, GA 30318

ATTN: LEGAL DEPARTMENT

EMAIL: [legal@flocksafety.com](mailto:legal@flocksafety.com)

Customer NOTICES ADDRESS:

ADDRESS:

ATTN:

EMAIL:

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EXHIBIT B  
**INSURANCE**

**Required Coverage.** Flock shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the services under this Agreement and the results of that work by Flock or its agents, representatives, employees or subcontractors. Insurance shall be placed with insurers with a current A. M. Best rating of no less than “A” and “VII”. Flock shall obtain and, during the term of this Agreement, shall maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance for insurable amounts of not less than the limits listed herein. The insurance policies shall provide that the policies shall remain in full force during the life of the Agreement. Flock shall procure and shall maintain during the life of this Agreement Worker's Compensation insurance as required by applicable State law for all Flock employees.

**Types and Amounts Required.** Flock shall maintain, at minimum, the following insurance coverage for the duration of this Agreement:

- (i) **Commercial General Liability** insurance written on an occurrence basis with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and product and completed operations coverage;
- (ii) **Umbrella or Excess Liability** insurance written on an occurrence basis with minimum limits of Ten Million Dollars (\$10,000,000) per occurrence and Ten Million Dollars (\$10,000,000) in the aggregate;
- (iii) **Professional Liability/Errors and Omissions** insurance with minimum limits of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) in the aggregate;
- (iv) **Commercial Automobile Liability** insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury, death, and property coverage, including owned and non-owned and hired automobile coverage; and

(v) **Cyber Liability** insurance written on an occurrence basis with minimum limits of Five Million Dollars (\$5,000,000).



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 07/15/2024  
Brief Date: 08/06/2024  
Action Date: 08/20/2024

Department: Police Department  
Presented By: Daniel Patton, Police Captain

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
PUD Poles for License Plate  
Recognition (LPR) Cameras

☒ Dept. Head

CK

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

#### ATTACHMENTS:

- Resolution No. 1346-0824  
- PUD Agreement

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

To minimize the cost of the FLOCK Safety System, a request was submitted to PUD to use existing power poles to mount the FLOCK cameras to in-lieu of contracting with FLOCK Safety to install new mounting poles. Existing power poles that coincide with the suggested camera locations by FLOCK have been identified and pre-determined by PUD as suitable locations for camera placement.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

No expense to the budget.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk's office.

### STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1346-0824 as presented."



**RESOLUTION NO. 1346-0824**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON  
AUTHORIZING THE CITY MANAGER TO APPROVE A CONTRACT WITH PUD 3 FOR USE OF PUD 3 UTILITY  
POLES FOR MOUNTING OF FLOCK CAMERAS**

**WHEREAS**, one of the City Council's strategic goals is community safety; and

**WHEREAS**; the City Council determines that investment in public safety measures is critical to the community's welfare; and

**WHEREAS**, the City has adopted Resolution No. 1345-0824 to contract with FLOCK Safety Inc. for mounting and installation of a FLOCK License Plate Recognition System; and

**WHEREAS**; PUD 3 has agreed to enter into a contract with the City to allow installation of the FLOCK cameras on existing power poles; and

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton, Washington, that the City Manager is authorized to execute the contract with PUD 3 and execute any subsequent contract amendments.

**INTRODUCED** and **PASSED** by the City Council at its regular meeting on the 20<sup>th</sup> of August 2024.

ATTEST:

\_\_\_\_\_  
Mayor Onisko

\_\_\_\_\_  
City Clerk Nault

AGREEMENT FOR USE OF UTILITY POLES  
FOR SHELTON POLICE DEPARTMENT GOVERNMENTAL FACILITIES

This Agreement for use of utility poles ("Agreement") is effective this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the City of Shelton Police Department, a Washington Governmental Agency (City of Shelton) and Public Utility District No. 3 of Mason County, a Washington municipal corporation, (PUD 3), collectively referred to as the "Parties." In consideration of the mutual covenants and conditions hereinafter provided it is agreed as follows:

RECITALS

WHEREAS: City of Shelton Police Department is interested in attaching License Plate Reader Cameras (LPRs) on PUD 3 utility poles to facilitate City of Shelton Police in performing their duties and providing public safety.

WHEREAS: PUD 3 desires to accommodate posting of Governmental Facilities where poles are available and where such posting will not negatively impact PUD 3's operation of its electric and fiber distribution systems;

Now, therefore it is agreed between City of Shelton and PUD 3 as follows:

1. Governmental Facilities is limited to installing and maintaining LPRs and shall require approval by the PUD 3 Joint Use Administrator to be on any pole. The Governmental Facilities shall be related to public safety and Official Police duties.
2. The care and maintenance of the Governmental Facilities is the responsibility of City of Shelton. PUD 3 reserves the right to remove any facilities that become hazardous, damaged, in disrepair, abandoned, or are installed improperly within 30 days of notification, if corrections are not made.
3. City of Shelton shall reimburse PUD 3 for any damage to PUD 3 poles caused by the facilities or the installation and removal of the facilities.
4. City of Shelton shall notify PUD 3 using attachment or notice of removal forms, available from the Joint Use Administrator.

5. LPR equipment size and configuration must be approved by the PUD 3 Joint Use Administrator based on the size and type of power pole, with options limited to service poles, light poles, fiber poles, or guy stub poles.
6. Attachment of facilities to PUD 3 poles shall be done without drilling. Non-corrosive ties or bands approved for use by PUD 3 can be used. Bolts or lag screws are prohibited unless specifically approved by PUD 3.
7. City of Shelton Police Governmental Facilities shall be used and attachment thereof to PUD 3's poles shall be made, maintained, and operated at the City of Shelton's sole risk and expense and in accordance with the requirements and specifications of the National Electric Safety Code (NESC), the National Electric Code (NEC), the laws of the State of Washington, Municipal Ordinances and Regulations, the Occupational Safety and Health Act (OSHA), and PUD 3's Standards for Attachments now in effect or which may be hereinafter made effective, including but not limited to the Specifications.
8. At its own risk and expense, upon written notice from PUD 3, City of Shelton shall change, alter, improve, remove, or renew its property hereby covered in such manner as PUD 3 may direct. Should it become necessary at any time to change the location of any of the City of Shelton facilities from one position to another on PUD 3's poles, such work shall be done by qualified workers at the City of Shelton's sole risk and expense and notice shall be given to PUD 3 Joint Use Administrator.
9. Each year by June 15, City of Shelton will update PUD 3's Joint Use Administrator with pole numbers where Shelton Police has Governmental Facilities attached.
10. There shall be no fee associated with the attachments by City of Shelton Police Department to PUD 3 poles under this program and agreement.
11. The extent of PUD 3's participation in the City of Shelton's License Plate Reader Program is to provide access to utility infrastructure which the LPRs may be attached to. PUD 3 has no interaction or responsibility whatsoever in the operation or maintenance of the LPRs, nor the content that it may or may not capture, nor the action or inaction, nor validity of the content and the City of Shelton's program.
12. City of Shelton and the Shelton Police Department shall indemnify and hold harmless PUD 3 and its representatives, agents, officers and employees from and against any and all loss, damage, or liability resulting from demands, claims, suits, or actions of any character presented or brought for any injuries (including death) to persons and for damages to property caused by or arising out of any negligent (including strict liability),

wanton or intentional act or omission of the City of Shelton or Shelton Police Department, anyone directly or indirectly employed by it, or anyone for whose acts it may be liable, in any way associated or connected with the performance of the obligations herein, in whatever manner the same may be caused. It is the expressed intent of the parties that PUD 3 shall be liable only for those damages attributable to the extent of its own negligence and shall not be liable for any damages (either economic or non-economic) attributable to the acts of any other person or entity. The foregoing indemnity shall include, but not be limited to, court costs, attorney's fees, costs of investigation, costs of defense, settlements and judgments associated with such demands, claims, suits or actions. Shelton Police shall give an immediate notice to PUD 3 of the occurrence of any personal injury or property damage, occurring at PUD 3's poles. After mutual negotiation of the parties, the indemnification obligation shall not be limited by the amount or type of damages, compensation or benefits payable by or for City of Shelton employee/volunteer under workers' compensation acts, disability benefit acts or other employee benefit acts in claims by an employee of City of Shelton or entity indemnified. For the sole purpose of effecting the indemnification obligations under this Contract and not for the benefit of any third parties unrelated to the Owner, City of Shelton specifically and expressly waives any immunity that may be granted it under Title 51 RCW, "Industrial Insurance."

13. There are no additional parties intended to be benefited under this agreement. There are no other agreements or representations, written or oral, concerning the subject matter of this agreement.
14. This Agreement shall be governed for all purposes by the law of the State of Washington. The venue for any action arising under this Agreement shall be in Mason County, Washington, unless otherwise mutually agreed in writing by the parties.
15. No amendments or variations of the terms and conditions of this Agreement shall be valid unless they are in writing and signed by all of the parties thereto.
16. The Parties agree to perform any further acts and to execute and deliver any further documents as may be reasonably necessary to fully effectuate the provisions of this Agreement.
17. None of the Parties shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, terrorism, bomb threats, computer virus, epidemic, power outage, acts of war, accidents, fires,



explosions, earthquakes, floods, failure of transportation, machinery, or supplies, vandalism, strikes or other work interruptions by the employees of any party, or any other cause beyond the reasonable control of the party affected thereby. However, each party shall utilize its best good faith efforts to perform under this Agreement in the event of any such occurrence or circumstance.

- 18. This Agreement will be enforced to the fullest extent permitted by applicable law. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable by a court or other governmental authority of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement, which shall remain in full force and affect.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement effective the date first above written;

City of Shelton:

\_\_\_\_\_  
City Manager Date

\_\_\_\_\_  
Chief of Police Date

Mason PUD 3:

\_\_\_\_\_  
CEO/Manager Date